This procedure implements Board Policy 3250, College Planning and Fiscal Management.

I. Introduction

A. Oversight for the college planning and fiscal management processes shall be the responsibility of the Superintendent/President. The Planning & Fiscal Council shall be responsible for developing and presenting planning, budget, and related recommendations to the Superintendent/President.

II. Representation

A. The Planning & Fiscal Council shall consist of the following members:

- The Vice President of Academic Affairs, Vice President of Student Services, and Vice President of Finance & Business;
- The members of the Executive Committee of the Rio Hondo College Academic Senate;
- The President of the Rio Hondo College California School Employees Association (CSEA) chapter and two additional classified employees designated by the local CSEA;
- The President of the Associated Student Body Associated Students of Rio Hondo College (ASRHC) and two additional students designated by the ASB ASRHC;
- Three additional faculty members (designated by Academic Senate);
- One dean (or designee) from Student Services and one dean (or designee) from Academic Affairs; and
- The Dean of Institutional Research and Planning.
B. The co-chairs of the Planning & Fiscal Council shall be the Vice President of Academic Affairs and the President of the Academic Senate.

III. Responsibilities

A. The following members of the Planning & Fiscal Council shall have the following responsibilities:

- The co-chairs shall jointly develop the agenda for Planning & Fiscal Council meetings. Members of the Planning & Fiscal Council may provide agenda items for discussion and referral, if necessary, to the appropriate vice president(s);

- The co-chairs shall share the responsibility of presiding over the meetings of the Planning & Fiscal Council;

- The vice president(s) shall ensure that college faculty and staff (administrative and classified) in divisions/areas participate, along management lines, in developing planning recommendations;

- Members representing the Academic Senate, the CSEA, the Rio Hondo College Faculty Association (RHCFA), and Association Student Body ASRHC shall ensure that members of their constituent groups participate in developing and/or reviewing planning recommendations;

- The Vice President of Finance & Business and Dean of Institutional Research & Planning shall be responsible for general oversight and management of the planning and budget development process.

IV. Other members of the faculty and staff (administrative and classified) may be invited by the Planning & Fiscal Council, for a specific time and purpose, to participate as resource persons to the Council, e.g., the co-chairs of the Accreditation Self-Study Team.

B. Subcommittees of cross-representation and voluntary membership, as appropriate, shall provide information to the Planning & Fiscal Council and address coordination concerns.
V. **Budget process**

A. The Planning & Fiscal Council shall provide a budget process that includes broad campus participation in the development of recommendations to the Superintendent/President as follows:

1. The Vice President of Finance & Business shall prepare a budget calendar and be responsible for scheduling activities in sufficient time for presentation of recommendations to the Superintendent/President. Tentative and adopted budgets shall be presented to the Board of Trustees according to the timeline of the California Code of Regulations.

2. Divisional/departmental staff members will participate by making recommendations to the appropriate vice president(s) and Superintendent/President under the same process as practiced in past fiscal years.

VI. **Planning recommendations**

A. All planning recommendations, whether from management or constituent groups, shall be presented to the President’s Council by the appropriate vice president(s) for discussion before forwarding to Planning & Fiscal Council.

B. All Planning & Fiscal Council recommendations shall be reached through consensus.

C. The Superintendent/President shall be responsible for implementation and evaluation of this procedure.