

INSTITUTIONAL PLANNING

AP No. 3250 (Formerly CP 1055)

Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 1 of 2

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

- I. Oversight for the college planning and fiscal management processes shall be the responsibility of the Superintendent/President.
- II. The Planning & Fiscal Council shall be responsible for developing and presenting planning, budget and other recommendations to the Superintendent/President.
- III. The Planning & Fiscal Council shall consist of the following members:
 - A. The Vice President of Academic Affairs, Vice President of Student Services and Vice President of Finance & Business;
 - B. The members of the Executive Committee of the Rio Hondo College Academic Senate;
 - C. The President of the Rio Hondo College CSEA chapter and two additional classified employees designated by the local CSEA;
 - D. The President of the Associated Student Body and two additional students designated by the ASB;
 - E. Three additional faculty members (designated by Academic Senate);
 - F. One Dean from Student Services and one Dean from Academic Affairs.
- IV. The co-chairs of the Planning & Fiscal Council shall be the Vice President of Academic Affairs and the President of the Academic Senate.
- V. The following members of the Planning & Fiscal Council shall have the following responsibilities:
 - A. 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).
 - B. The co-chairs shall share the responsibility of presiding over the meetings of the Planning & Fiscal Council.
 - C. The Vice Presidents shall ensure that college faculty and staff (administrative and classified) in divisions/areas participate, along management lines, in developing planning recommendations.
 - D. Members representing the Academic Senate, the CSEA, the Rio Hondo College Faculty Association, and Association Student Body shall ensure that members of their constituent groups participate in developing and/or reviewing planning recommendations.

INSTITUTIONAL PLANNING

AP No. 3250 (Formerly CP 1055)

Board Reviewed: 2/14/96; 2/11/98; 12/10/08

Page 2 of 2

-
- E. 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 processes.
- VI. Other members of the faculty and staff (administrative and classified) may be invited by the Planning & Fiscal Council, for a specified time and purpose, to participate as resource persons to the Council, e.g., the co-chairs of the Accreditation Self-Study Team.
- VII. Sub committees of cross-representational and voluntary membership, as appropriate, shall provide information to the Planning & Fiscal Council and address coordination concerns.
- VIII. The Planning & Fiscal Council shall provide a budget process that includes broad campus participation in the development of recommendation to the Superintendent/President as follows:
- A. 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.
- B. Divisional/departmental staff members will participate by making recommendations to the appropriate Vice Presidents and Superintendent/President under the same process as practiced in past fiscal years.
- IX. 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 the Planning & Fiscal Council.
- X. All Planning & Fiscal Council recommendations shall be reached through consensus.
- XI. The Superintendent/President shall be responsible for implementation and evaluation of this procedure.