

Budget Advisory Committee Charter

Purpose of the Budget Advisory Committee (BAC)

- Support the annual budget development process through representative engagement.
- Ensure that resource allocations within the budget align with the College's strategic planning around mission and core theme fulfillment.
- Engage stakeholders and foster dialogue within the college community to ensure inclusiveness, transparency and efficiency in the budget process.
- Provide a balanced budget recommendation to the President.

Responsibilities

- Review and understand college-wide strategic initiatives that are important areas for College focus for fulfillment of its mission and core themes.
- Assist leadership in formulating, advancing and communicating a vision for the future of OCCC's strategic planning and resource allocation.
- Provide feedback to committees, functional areas and departments at OCCC with respect to priorities and goal alignment.
- Report to the Executive Team on progress of the committee.
- Work with the Chair as needed to ensure a rational linkage between strategic initiatives, financial planning and budgeting.
- Conduct an annual review of the budgeting progress as a basis for setting new strategy.

Expectations

BAC members will be expected to:

- Champion the strategic planning and budgeting process.
- Be objective and take a campus-wide view of issues being discussed.
- Be effective communicators and put forth ideas with confidence.
- Review meeting materials before attending the meetings to ensure that the committee can have full and informed discussion of agenda items.

Leadership and Decision Making

- The Chief of Finance & Operations shall chair the committee.
- All members or their designee have voting rights.
- Member will be expected to commit to a minimum 2-year term on the committee.

Membership

Members are invited from a list put forth by the President and Executive Team which has the goal of achieving broad representation of all functional areas and College staff groups.

Current member positions (2018-2020):

- Finance
 - ✓ Chief of Finance & Operations
 - ✓ Finance & Operations Manager
- Instruction
 - ✓ Director of CTE-Health & Human Services
 - ✓ Associate Dean of Academics & Workforce
- Student Services
 - ✓ Navigate Program Manager
 - ✓ Academic Advisor
- Faculty
 - ✓ Full-Time Faculty - Nursing
 - ✓ Part-Time Faculty – Physical Science

Frequency of Meetings

Meetings will commence in the fall of each year and will be monthly November to March. From mid-April to mid-May, meetings will be bi-weekly.