

Budget Review Group Statement of Work

The Budget Review Group is charged with the confidential review of all departmental/divisional and college-wide budget proposals in consultation with the appropriate administrators, and then developing a set of recommendations for balancing the FY 08 budget. These recommendations will be submitted to the president. The following shall guide the work of the Budget Review Group:

1. Budget Review Group will consist of:
 - Two students appointed by ASLCC
 - Two classified staff appointed by LCCEF
 - Two faculty appointed by LCCEA
 - Two managers appointed by Management Senate
 - AVP Finance and Budget
 - One executive team member
2. Department/division proposals and college wide proposals submitted to the Budget Review Group will simultaneously be posted to the web so that they are available to the college community.
3. Decision making: Group will strive for timely consensus. Failing consensus, a vote will be taken and majority and minority reports will be submitted.
4. Budget Review Group and appropriate administrators will consult as necessary to assure that best information and feasibility is available for decision making.
5. Meetings of the Budget Review Group will not be open during the process so that the process is not delayed by political advocacy but recommendations and rationale will be made available on submission of recommendations to the board of education. This does not preclude the Budget Review Group from discussing issues with a specific department/division or ascertaining additional information.
6. It is recognized that Budget Review Group members may need to consult with their representative group leadership. In that case, members will inform the Budget review Group in advance of the need to do so.
7. It is recognized that the Budget Review Group may not make decisions about collective bargaining matters – wages, hours, working conditions. There must be a balance between flexibility to identify options and respect for the bargaining processes. Therefore, proposals that may impact bargaining may be discussed in an effort to identify options but it will be recognized that the Budget Review Group does not have the authority to make decisions about bargaining related matters.
8. The Budget Review Group may revise or develop proposals after consultation with appropriate administrators.
9. The Budget Review Group will make recommendations to the president who will, in turn, make recommendations to the board. In cases where the Budget Review Group does not reach consensus or is not able to complete the work, the president will be responsible for making recommendations on those matters to the board.
10. College Council will review and assess the BRG recommendations with regard to college principles and criteria.
11. College Council, in an open meeting, will provide an opportunity for feedback from the college community.