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WEST HILLS COMMUNITY COLLEGE

PROGRAM

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### BUDGET DEVELOPMENT AND REVIEW

#### Policy Statement

It shall be the policy of this Board to establish procedures to ensure faculty, staff and students the right to participate effectively in the development of the District and college budget. To give faculty, staff and students the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration, the Chancellor shall create a Budget Development and Review Committee.

The sole purpose of this policy is to implement the concept of shared governance enacted by AB 17256 in the area of budget development and review. This policy shall not be construed in any manner to alter the fundamental relationship between the Board and employees, students or other groups. The Board retains all powers implied or granted by law. The members of the Governing Board, as elected officials, recognize their accountability to the electorate within the District and their responsibility under law to make policy decisions affecting the District.

#### Purpose

The purpose of the Budget Development and Review Committee will be to receive and review budget proposals from the college community, develop a written tentative budget for consideration by the College Council for recommendation to the Chancellor, advise the Chancellor as to recommended budget issues, develop contingency recommendations and procedures in the event of budget additions or shortfalls, provide a venue for college and District-wide budget discussions, and provide a means of communication with the District concerning budget issues.

#### Membership and Structure of the Budget Development Review Committee

The Budget Development and Review Committee will consist of 12 representatives selected from the Budget Development and Review Subcommittees:

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- Administrative Services (Vice Chancellor; one manager; one faculty person; one classified person elected by subcommittee)
- Community Campuses (Dean; one faculty person; one classified person elected by subcommittee)
- Instruction (Chief Instructional Office; two full-time faculty representatives from subcommittee – one elected from Arts and Sciences and one elected from occupational education)
- Student Services (Chief Student Services Officer; one faculty person (counselor); one classified person elected by subcommittee; and one student

Board approval date: 10/30/91