

# Irvine Valley College (Changes Tracked)

## Strategic Planning Oversight & Budget Development Committee: Strategic Planning & College Budget Development Process

### I. Overview

The Strategic Planning Oversight and Budget Development Committee provides oversight of the College strategic planning process, including regular evaluation of the strategic planning process, regular evaluation of governance and decision-making and the role of leadership processes to ensure integrity and effectiveness, integrates data into the planning process via internal/external data scans, annually reviews the College Mission and Vision Statement and the College Goals, and connects program review and the planning strategies with the College budget development process. The Strategic Planning Oversight & Budget Development Committee (SPOBDC), one of five committees within Irvine Valley College's Strategic Planning Process, monitors budget development for the college. Funding requests are evaluated in light of the goals, objectives, and strategies of that process as well as program review.

### II. Membership

The Director of Fiscal Services and the Chair of Academic Affairs co-chair the SPOBDC. The SPOBDC includes representatives from all constituencies and governance groups:

- A. Administration (President ~~non-voting~~, both vice presidents, ~~one~~ two deans)
- B. Faculty (Academic Senate President, Academic Affairs Chair)
- C. Management (Director of Facilities, Director of Fiscal Services)
- D. Classified Staff (2)
- E. College Research and Planning Analyst
- F. Student (ASIVC representative)
- G. Director of Supportive Services
- F.H. Chairs, Strategic Planning Committees

### III. Task Charge

The SPOBDC makes recommendations to the President's Executive Council ~~on the monetary implications and needs in the following principal areas:~~ pertaining to strategic planning, budget development, and allocation of college resources in the following areas: staffing, academic planning, facilities, technology, enrollment management, marketing, outreach, institutional effectiveness, student success, access and matriculation, scheduled maintenance, capital outlay, classified hiring priorities, departmental budget development, and program reviews. The President's Executive Council may request recommendations pertaining to other areas as needed. The SPOBDC reviews all college budgets for consistency with the college strategic plan and program review. ~~The SPOBDC will develop criteria for analyzing budget proposals. In an urgent and time-sensitive emergency situations, in the absence of an action by the SPOBDC, the Director of Fiscal Services may make a recommendation~~

~~to the President's Executive Council and will report back to SPOBDC. The SPOBDC may delegate recommendations on certain issues to the Director of Fiscal Services. The Director of Fiscal Services chairs the SPOBDC and orders the agenda according to the fiscal calendar of the District and the State.~~ The President's Executive Council makes final disposition on the recommendations.

All proposals ~~for funding~~ are submitted on the ~~Resource Assessment Worksheet~~Strategy Form. The SPOBDC can request additional information from the proposal's authors as needed. Once the SPOBDC has reviewed the ~~proposals~~Strategy Forms, ~~and if relevant the department's program review,~~ the SPOBDC will prioritize the requests for the President's Executive Council.

The SPOBDC is responsible for:

- A. Notification of the proposal status and the rationale for any decision about the proposal;
- B. Assisting in the preparation of a draft budget ~~by the end of April~~;
- C. ~~Developing a protocol for the~~Developing recommendations regarding the allocation of additional funds ~~dissemination of additional funds~~ should they — become available; and
- D. Preparing a year-end report summarizing the actions taken by the Committee.

*Proposed:* Academic Senate 3-18-07  
*Revised:* Strategic Planning Steering Team 7-11-07;  
*Revised:* Strategic Planning Steering Team (Email) 7-13-07  
*Revised:* Budget Development Committee 9-19-07  
*Revised:* Budget Development Committee 10-3-07  
*Approved:* Budget Development Committee 10-3-07  
*Approved:* Academic Senate 10-11-07  
*Revised:* BDC-2-27-08-To fully incorporate Strategic Planning & Budget Development  
*Revised:* SPOBDC-9-17-08-to make a change to the composition of SPOBDC(Classified Staff)  
*Revised:* SPOBDC -7-10-09

# Irvine Valley College (Clean Copy)

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### II. Membership

The Director of Fiscal Services and the Chair of Academic Affairs co-chair the SPOBDC. The SPOBDC includes representatives from all constituencies:

- A. Administration (President, both vice presidents, two deans)
- B. Faculty (Academic Senate President, Academic Affairs Chair)
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- D. Classified Staff (2)
- E. College Research and Planning Analyst
- F. Student (ASIVC representative)
- G. Director of Supportive Services
- H. Chairs, Strategic Planning Committees

### III. Charge

The SPOBDC makes recommendations to the President's Executive Council pertaining to strategic planning, budget development and allocation of college resources in the following areas: staffing, academic planning, facilities, technology, enrollment management, marketing, outreach, institutional effectiveness, student success, access and matriculation. The President's Executive Council may request recommendations pertaining to other areas as needed. The SPOBDC reviews all college budgets for consistency with the college strategic plan. In urgent and time-sensitive situations, in the absence of an action by the SPOBDC, the Director of Fiscal Services may make a recommendation to the President's Executive Council and will report back to SPOBDC. The President's Executive Council makes final disposition on the recommendations.

All proposals are submitted on the Strategy Form. The SPOBDC can request additional information from the proposal's authors as needed. Once the SPOBDC has reviewed the Strategy Forms, the SPOBDC will prioritize the requests for the President's Executive Council.

The SPOBDC is responsible for:

- B. Notification of the proposal status and the rationale for any decision about the proposal;
- B. Assisting in the preparation of a draft budget;
- C. Developing recommendations regarding the allocation of additional funds should they become available; and
- D. Preparing a year-end report summarizing the actions taken by the Committee.

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