

**ACADEMIC AND CLASSIFIED SENATE BUDGET GUIDELINES**

These guidelines provide for the allocation of funding for the operations of the Academic and Classified Senates at Contra Costa College, Diablo Valley College, Los Medanos College, and the District Office. The College President or Chancellor, or his or her designee, will authorize any expenditures.

**ACADEMIC SENATE**

1. The Academic Senates will be provided a discretionary allocation of \$100,000 to be allocated between the colleges as noted below.
  - a. Each college will receive a base allocation of \$15,000.
  - b. The remaining funds will be allocated to each college based on proportionate prior year full-time equivalent students (FTES).
2. The Academic Senate will provide the services and be responsible for compensation as noted from the discretionary allocation:
  - a. membership fees for the State Academic Senate;
  - b. a fixed monthly honorarium of \$426.25 for each Senate President;
  - c. compensation for faculty staffing of college curriculum committees; and
  - d. other Academic Senate activities.
3. Reassigned time for the Senates will be provided as established in Human Resources Procedure 2090.07. The hourly teaching salary budget of each campus will include replacement costs based on the current "C" contract average hourly rate and 540 hours per FTE.
4. Monthly classified positions for the Senates may be established following college procedures.
5. The remaining balances at year-end in accounts funded from the discretionary allocation will not be carried over to the following fiscal year unless already encumbered or approved by the Chancellor prior to the end of the fiscal year. Overexpenditures will be treated as a reduction in the annual allocation in the subsequent year.

**CLASSIFIED SENATE**

6. The Classified Senate will be provided a discretionary allocation of \$50,000 for college and Districtwide activities through the Classified Senate Coordinating Council (CSCC).

Contra Costa College	\$ 9,000
Diablo Valley College	\$18,000
Los Medanos College	\$ 9,000
District Office	\$ 6,000
CSCC Districtwide	\$ 8,000

7. The Classified Senate will provide the services and be responsible for compensation as noted from the discretionary allocation:
  - a. membership fees for any State Classified Senate;
  - b. substitute and/or overtime pay for staffing college and District governance committees;

- c.       and  
          other Classified Senate activities.
8.       The remaining balances at year-end in accounts funded from the discretionary allocation will not be carried over to the following fiscal year unless already encumbered. Overexpenditures will be treated as a reduction in the annual allocation in the subsequent year.