LOS MEDANOS COLLEGE

| DRAFT - Budget Committee<br>2026 – 27 Charge Sheet | |
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| **Established** | Fall 2026 (pending approval by SGC) |
| **Committee Charges** | Serves as the LMC Budget Committee<br>• Serves as a communication hub to increase constituency understanding of the budget<br>• Aligns and facilitates resource allocation process to institutional priorities (e.g. ESP, SEP, and program review) and communicates recommendations to respective constituency groups<br>• Collaborates with college funded plans and grants<br>• Analyzes and supports potential revenue streams (e.g. grants) |
| **Meeting Schedule** | Monthly and as needed, to meet resource allocation deadlines |
| **Brown Act Status** ***(Required – Yes or No)*** | Budget Committee follows Brown Act requirements despite not being a legislatively determined body |
| **Quorum** | 50% + 1 of filled membership seats |
| **Primary Accreditation Standards Supported** | • **Standard 3**: The institution supports its educational services and operational functions with effective infrastructure, qualified personnel, and stable finances. The institution organizes its staffing and allocates its physical, technological, and financial resources to improve its overall effectiveness and promote success for all students. The institution actively monitors and assesses resource capacity to inform improvements to infrastructure and ensure long-term health and stability.<br>○ **3.5** The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets.<br>○ **3.6** The institution ensures the integrity and responsible use of its financial resources and regularly evaluates its fiscal outcomes and financial management practices to promote institutional mission fulfillment.<br>• **Standard 4:** The institution engages in clear and effective governance practices that support the achievement of its mission. Governance roles and responsibilities are delineated in widely distributed policies, and institutional decision-making processes provide opportunities for meaningful participation by relevant stakeholders.<br>○ **4.2** Roles, responsibilities, and authority for decision-making are clearly defined and communicated throughout the institution. The institution's structure for decision-making provides opportunities for stakeholder participation and ensures the consideration of relevant perspectives.<br>○ **4.3** The institution's decision-making structures are used consistently and effectively. Institutional decision-making practices support a climate of collaboration and innovation that advances the mission and promotes successful outcomes for all students. |
| **Chair(s) & Group Recorder** | • Co-chair model (voting) – rotating model over 1 year cycle<br>• Recorder (voting) – assigned by committee |
| **Committee** | Shared participation from Instructional / Student Services / Operational |

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| **Membership** | • 2 Managers (voting) – appointed by the College President<br>• 2 Faculty (voting) – appointed by Academic Senate<br>• 2 Classified Professionals (voting) – appointed by Classified Senate<br>• 2 Students (voting) – appointed by LMCAS<br>• V.P. of Business & Administrative Services as required ex-officio member – (nonvoting)<br>Non-Voting Resource Members (as needed)<br>• Sr. Dean of Planning & Institutional Effectiveness<br>• Sr. Dean of Diversity, Equity, Inclusion & Belonging<br>• Manager of Workforce & Economic Development<br>• Director of Maintenance & Operations<br>• Information Technology Manager<br><br>Alternates should be assigned if they are unable to attend. |
| **Reporting Relationship** | Reports directly to the LMC President |
| **Committee Facilitation Process** | The committee uses Robert's Rules of Order. |
| **Subcommittees** | N/A |
| **Website (URL)** | Not yet developed |
| **Evaluation** | Pilot for 1 year and assess the committee for improvement. |
| **Last Updated** | **October 14, 2026** |

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