

## **BUDGET, RESOURCE & GRANTS COUNCIL**

### **Charge**

The Budget, Resource & Grants Council (BRGC) is the participatory governance council responsible for developing integrated budget priorities, procedures, and processes as well as providing ongoing updates to and education for the college community on budget development and implementation. Its purpose is to ensure that the budget allocation and grant review process is driven by the college's vision, mission, and strategic priorities. The Council makes recommendations to the Cuyamaca College Council (CCC) on budget priorities and on resource allocation in the areas of technology, staffing, facilities, equipment and supplies, departmental budget increases, and other requests received through Program Review.

The BRGC develops its priorities and goals in alignment with the College's Vision, Mission, Values, strategic priorities, Comprehensive Budget Plan, Strategic Enrollment Management Plan, Facilities Comprehensive Plan, and with the work of other appropriate governance councils and committees. The Council promotes transparency and fosters a shared understanding of budget matters by regularly discussing the creation of tentative and final budgets, by holding regular budget workshops and trainings for campus constituents, and by creating and disseminating budget-related training materials.

The BRGC reports to and makes recommendations to CCC and receives recommendations from the College Technology Committee (CTC), the Facilities & Sustainability Planning Committee (FSPC), the Classified Hiring Priorities Committee (CHPC), and the Faculty Hiring Priorities Committee (FHPC).

### **Key Responsibilities**

- Ensure constituent participation in financial planning, funding prioritization, and budget development
  - Review reports related to College budget, enrollment, projections, etc.
- Ensure budget development process is transparent and inclusive through clear communication related to:
  - Budget decisions and timelines
  - College resources and financial needs across the institution
- Review tentative and final budget and the comprehensive budget plan
- Provide recommendations to CCC on:
  - Resource requests and related processes
    - Technology (CTC)
    - Facilities & Non-Instructional Equipment/Supplies (FSPC)
    - Staffing (CHPC & FHPC)
    - Budget Augmentations (ROC)
    - Instructional Equipment/Supplies (ROC)
      - Send to ILAT for discussion
  - Budget development, priorities, and related processes
  - Grant requests and related processes
- Ensure an integrated, cohesive, and transparent resource request process
  - Review and align resource request policies, processes, forms, rubrics, etc.
  - Utilize a problem-solving approach to resource requests

- Assess how requests are related or interdependent
- Contextualize implementation needs before recommendations are made
- Identify and seek to address information gaps in requests
- Make recommendations and provide guidance to resource committees (CTC, FSPC, CHPC, FHPC)
- Ensure transparency and provide regular communication and training related to:
  - Budget priorities
  - Budget development process
    - Local and State level
  - Resource prioritization process
  - Grant process
- Ensure BRGC work is documented in accordance with accreditation requirements and shared with administrative, faculty, classified and student constituencies
- Receive feedback on BRGC work from Council members and the constituencies they represent

### Meeting Schedule

First and third Wednesdays, 9:00am-10:45am

### Composition

Administrative Co-Chair (Vice President, Administrative Services)

Faculty Co-Chair (Selected from the faculty members on the council)

Arts, Humanities, and Social Sciences Faculty

Career Education Faculty

Math, Science, and Engineering Faculty

Athletics, Kinesiology, and Health Education Faculty

Student Services Faculty

Classified Representatives (2)

Strategic Enrollment Management Committee Representative

Administrative Co-Chair of Cuyamaca Technology Committee (Dean of LTR)

Administrative Co-Chair of Facilities Sustainability Planning Committee (Director of Facilities)

Classified Co-Chair of Classified Priorities Hiring Committee (Classified Senate President)

Faculty Co-Chair of Faculty Priorities Hiring Committee (Academic Senate President)

Student Services Dean

Associated Student Government Representative

### Resources

Vice President, Instruction

Vice President, Student Services

Senior Dean, Institutional Effectiveness, Success & Equity

Dean, Student Success & Equity

Faculty Chair of Chairs

Program Review Coordinators

Budget Analyst

Grant Coordinator

First reading:

Second reading: