PURPOSE STATEMENT
The Financial Resource Committee (FRC) is responsible for the financial oversight, planning and public stewardship of Estrella Mountain Community College financial resources. FRC engages in strategic conversations, priority-setting and decision-making through a shared governance process to establish a transparent data-informed budget planning process.

PURVIEW
● Sub-committee of Leadership Council

MEMBERSHIP
Co-Chair: Vice President (VP) Administrative Services (AS)
Co-Chair: Faculty Division Chair Member

14 - Voting members, 3 year-term:
● 1 - Co-Chair Division Chair
● 1 - Faculty Senate President or Designee
● 1 - Employee Senate Representative
● 1 - Student Assessment Committee (SAC) Representative
● 1 - Adjunct Representative
● 3 - VP Student Affairs Representatives
● 3 - VP Academic Affairs Representatives
● 3 - VP Administrative Services Representatives

4 - Ex-Officio Members (Non-Voting)
● Associate Vice President Institutional Research
● Budget Director
● Fiscal Director
● Budget/ Fiscal Analyst

Co-Chair: VPAS - Votes only to break tie(s) – process improvement only.
CO-CHAIR RESPONSIBILITIES
- Develop FRC agenda and facilitate monthly FRC meetings.
- Communicate FRC meeting time/dates/locations to all college employees, inviting them as observers.
- Represent FRC at official college meetings (e.g. Leadership Council, Academic Solutions Teams, other meetings).
- Communicate to the Leadership Council all FRC items requiring their approval.
- Invites guests regarding a particular issue or topic to participate in discussions.

VOTING MEMBER RESPONSIBILITIES
- Attend all meetings or send a designee as a voting member.
  - Designee has voting rights
- Review, score and/or vote on all budget requests carefully and fairly, utilizing the approved rubric or criteria.
- Ask questions to ensure a clear understanding of the budget request and effect on the college before scoring.
- Identify links among/between resource allocation/reallocation and college Core Planning Areas and Program Review Priorities.
- Identify links between budget requests and college priorities as identified by college leadership.
- Be prepared for meetings by completing readings/work requested by FRC co-chairs.
- Participate in and make suggestions for refining processes that further the mission of FRC and college strategic initiatives.
- Communication/liaison regarding FRC issues/actions with Division/Area/Group.
- After voting, reach consensus on budget requests in terms of funding priorities and resource allocation. If consensus is not reached, majority rules.

EX-OFFICIO MEMBER RESPONSIBILITIES
- Attend all meetings as a non-voting member.
- Present a holistic picture of college needs for the benefit of the voting members.
- Identify links between college and district budget development processes and college priorities for the benefit of the voting members.
- Identify and recommend opportunities for partnerships among budget requests.

BUDGET OFFICE MEMBER RESPONSIBILITIES
- Attend all meetings as a non-voting member.
- Provide support for the Financial Resources Committee.
- Facilitate Budget Request Process.
- Provide college budget data and information for FRC.
- Facilitate all FRC voting processes.

VOTING PROCESS AND CRITERIA
● Only official voting members may participate in a vote.
● Reach consensus after voting; if consensus is not reached, majority rules.

MEETING DAYS/TIMES
● FRC will meet on the third Monday of the Month from 2:00-3:30 pm.

COMMITTEE GROUND RULES
● Welcome all employees at FRC meetings as observers who can participate in discussion items only (non-voting).
● Charter will be reviewed and updated annually at the start of the budget process and/or first meeting.
● Treat each other with respect and view feedback as constructive.
● Speak one at a time, so there is no interrupting.
● Actively listen and contribute to the discussions.
● Ask questions whenever needed.
● Keep an open mind.
● Meet each other with a fresh perspective.
● Seek to provide solutions.
● Voting members will always consider learning as a priority, and the good of the college as a whole.
● Make decisions and recommendations by consensus, if consensus is not reached, majority rules.
● Follow the Leadership Council Guiding Principles.