



Financial Resource Committee (FRC) Charter

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.