Philosophy

The philosophy stated below shall drive the planning and budget process of Napa Valley College:

1. Napa Valley College is an institution which assures open access to students and which is given the following charge by the State of California in *Section 66010.4 of the Education Code*:

   A) The California Community Colleges shall, as a primary mission, offer academic and vocational instruction at the lower division level for both younger and older students, including those persons returning to school. Public community colleges shall offer instruction through but not beyond the second year of college. These institutions may grant the associate in arts and the associate in science degree.

   B) In addition to the primary mission of academic and vocational instruction, the community colleges shall offer instruction and courses to achieve all of the following:

      1) The provision of remedial instruction for those in need of it and, in conjunction with the school districts, instruction in English as a second language, adult noncredit instruction, and support services which help students succeed at the postsecondary level are reaffirmed and supported as essential and important functions of the community colleges.

      2) The provision of adult noncredit education curricula in areas defined as being in the state’s interest is an essential and important function of the community colleges.

      3) The provision of community services courses and programs is an authorized function of the community colleges so long as their provision is compatible with an institutions’ ability to meet its obligations in its primary missions.

   C) A primary mission of the California Community Colleges is to advance California’s economic growth and global competitiveness through education, training, and services that contribute to continuous work force improvement.

   D) The community colleges may conduct to the extent that state funding is provided, institutional research concerning student learning and retention as is needed to facilitate their education missions.

   *(a) Public community colleges shall offer instruction through but not beyond the second year of college. These institutions may grant the associate in arts and the associate in science degree.*
(b) Authorized instruction in the community colleges shall include standard collegiate courses for transfer to other institutions, vocational and technical courses leading to or upgrading, or leading to and upgrading, employment, general or liberal arts courses, adult noncredit courses, and community services programs and courses. However, priorities in the instructional programs shall be as follows:

1. The primary mission of the community colleges is the provision of rigorous, high quality degree and certificate curricula in lower division arts and sciences and in vocational and occupational fields.

2. The provision of remedial instruction, English as a second language instruction, and support services which help students succeed at the postsecondary level are essential and important functions of the community colleges.

3. The provision of adult noncredit education curricula in areas defined as being in the state's interest is an essential and important function of the community colleges.

4. The provision of community services courses and programs is an authorized function of the community colleges so long as their provision is compatible with an institution's ability to meet its obligations in its primary missions.

2. The college's planning and budget process shall support student success.

3. The college's mission statement, developed and revised by the Planning Committee and approved by the Board of Trustees, shall drive the planning and budget process.

4. The college's plans shall drive the budget process; funds shall be allocated to support the priorities stated in the plans. Financial planning takes into account long-range projections regarding programs, services, costs, and resources.

5. Through the planning and budget process, the college frames questions, seeks answers, analyzes itself, and revises its plans, goals, objectives, programs, and services.

6. The college shall develop and submit plans and budgets according to the requirements of state and other agencies (reflected in the planning and budget timelines, Appendix A).

7. The college's planning and budget process shall involve broad participation by all segments of the college community and the Board of Trustees.

8. The college's planning and budget process shall employ open procedures that affirm collegiality through a spirit of mutual respect and trust; all procedures shall be consistent with the Brown Act.
9. All planning and budget recommendations and decisions shall be consistent with Education Code Section 66010.4, the mission and vision of Napa Valley College, accreditation standards, and strategic institutional planning and budget priorities.

10. All planning and budget recommendations and decisions shall be consistent with the principles of sound fiscal management defined in Section 58311 of Title 5 of the California Code of Regulations.

Charge of the Committees

The Napa Valley College Board of Trustees establishes the Planning Committee and the Budget Committee and charges them with the following responsibilities:

The Planning Committee shall:

1. Review, revise, and recommend to the Board of Trustees vision and mission statements for Napa Valley College. Final recommending authority to the Board of Trustees on the vision statement and mission statement rests with the president; final approval authority rests with the Board of Trustees.

2. Develop and recommend to the Board of Trustees strategic institutional plans and annual institutional goals and objectives for implementing the vision and the mission of the college. Final recommending authority to the Board of Trustees rests with the president; final approval authority rests with the Board of Trustees.


4. Endorse all college plans for consistency with the Planning and Budget Philosophy.

5. Coordinate and integrate college plans designated by the Planning Committee and establish priorities consistent with the college's vision and mission statements.

The Budget Committee shall:

1. Have recommending authority on budget matters to the president; final recommending authority to the Board of Trustees rests with the president; final approval authority rests with the Board of Trustees.

2. Focus on the institutional budget, not on specific unit budget line items.

3. Develop and recommend Preliminary, Tentative, and Final budgets consistent with annual institutional goals and objectives, strategic institutional plans, and the Planning and Budget Philosophy.
4. Recommend to the college president allocations of resources consistent with the mission, and strategic institutional plans.

5. Review institutional and area budgets for consistency with the Planning and Budget Philosophy.

Functions of the Committees

To fulfill their charge, the Planning Committee and the Budget Committee shall perform the functions stated below:

The Planning Committee shall:

1. Develop Planning Committee operating practices; revise practices if necessary (BOAPC).

2. Meet annually with the Board of Trustees and president to establish planning priorities.

3. Develop, and revise on a regular basis the strategic institutional plan which states long-term institutional goals and objectives for Napa Valley College.
   a. Consider internal and external sources of information.
   b. Identify annual institutional goals and objectives to guide the planning of areas/units.

4. Provide recommendations and guidance to groups responsible for other college plans, such as Matriculation, Facilities, and Perkins, Career Technical Ed. Act

5. Establish planning guidelines consistent with the budget process.

6. Establish, with the Budget Committee, master and annual timelines to coordinate the efforts of the two committees to meet state mandates for budget adoption.

7. Conduct a regular planning process evaluation; if necessary, modify the process in a manner consistent with shared governance policy and law.

The Budget Committee shall:

1. Develop Budget Committee operating practices; revise practices if necessary.

2. Meet annually with the Board of Trustees and president to establish budget priorities.

3. Advise the president on the development of the Napa Valley College budget.

4. Recommend Napa Valley College's Preliminary, Tentative, and Final budgets.
5. Participate in the gathering and dissemination of information on the college's financial resources and expenditures; all related documents shall be fully accessible and shared at the earliest possible time.

6. Meet regularly to review the financial resources available to Napa Valley College.

7. Consider updated budget information on a regular basis and make final budget recommendations to the college president.

8. Should revenues in the coming fiscal year exceed those projected, develop a prioritized list of recommended additional expenditures.

9. Establish budget development guidelines consistent with the planning process.

10. Establish, with the Planning Committee, master and annual timelines to coordinate the efforts of the two committees in order to meet state mandates for budget adoption.

11. Recommend budget formats that meet the diverse needs of the college community.

12. Conduct a regular budget process evaluation; if necessary, modify the process in a manner consistent with shared governance policy and law.

Procedures of the Committees

To fulfill their charge, the Planning Committee and the Budget Committee shall perform their functions consistent with the procedures stated below:

Planning Committee Procedures

Planning Committee procedures shall be consistent with the college's planning and budget master and annual timelines and process. The Planning Committee co-chairs shall facilitate procedures consistent with the Planning and Budget Policy.

1. Development Phase

   a. College planning areas shall identify planning priorities and send them to the Planning Committee, which shall consolidate internal priorities and priorities set by external bodies and forward them to the president and Board of Trustees for consideration.

   b. The Planning Committee shall meet with the Board of Trustees and president to establish strategic institutional planning priorities. The Board may appoint a group of Trustees to represent the Board at this meeting.
c. The Planning Committee shall develop preliminary institutional strategic plans consistent with the planning priorities established at the meeting with Trustees and the president.

2. Discussion Phase

*First Reading--Preliminary Plans*

When the preliminary strategic institutional plan is developed, the Planning Committee shall:

a. Distribute the Preliminary Strategic Institutional Plan to the following individuals, who shall be invited to forward their group's written recommendations to the Planning Committee: constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty & staff responsible for campus planning and budget units, committee chairs.

b. Hold a public forum and invite recommendations.

c. Following the public forum, consider recommendations received and develop the Tentative Strategic Institutional Plan which incorporates appropriate recommendations.

*Second Reading--Tentative Plans*

When plans are revised, the Planning Committee shall distribute the Tentative Strategic Institutional Plan, hold a second public forum, and develop the Final Strategic Institutional Plan, using the same procedures and standards employed for the first public forum.

3. Recommendation Phase

*Preliminary/Tentative/Final Plans*

a. When the Planning Committee has developed each version of the Strategic Institutional Plan, it shall submit, on the same date, the recommended Final Strategic Institutional Plan and supporting documents to the president and Board of Trustees.

1) If the Planning Committee is unable to reach consensus upon the Final Strategic Institutional Plan, a committee member(s) may submit a written dissenting statement to the president, sending a copy to the Planning Committee on the same date; it shall include the name(s) and signature(s) of those dissenting; the group(s) represented; specific recommended changes, justified by a statement demonstrating their consistency with the standards established in the Planning and Budget Policy.

b. The president shall submit to the Board of Trustees a recommendation which either endorses adoption of the Final Strategic Institutional Plan or proposes modifications.

1) If the president endorses adoption, s/he shall submit a written endorsement to the Board of Trustees and send a copy to the Planning Committee on the same date.
2) If the president proposes modifications, s/he shall submit a written proposal to the Board of Trustees, noting all recommended changes and justifying their consistency with the standards established in the Planning and Budget Policy.

   a) The president shall, on the same date, send a copy of his/her proposal to the Planning Committee and send copies of his/her proposal and the Final Strategic Institutional Plan to the Budget Committee; planning and budget areas/units affected; constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty and staff responsible for campus planning and budget units, committee chairs.

4. Decision Phase

   The Board of Trustees shall include decisions on the adoption of the Final Strategic Institutional Plan as agenda action items at Board meetings.

5. Implementation Phase

   After the Strategic Institutional Plan is adopted:

   1) The Planning Committee shall regularly review the long-term institutional goals stated in the Strategic Institutional Plan and if necessary, submit modifications to the president and Board of Trustees consistent with procedures established in the Recommendation Phase above.

   2) The Planning Committee shall develop annual institutional goals and submit them to the president and Board of Trustees consistent with procedures established in the Recommendation Phase above.

   3) Each college unit shall develop annual unit activities consistent with the annual institutional goals and area objectives and submit them to their area supervisor.

Budget Committee Procedures

Budget Committee procedures shall be consistent with the college's planning and budget master and annual timelines and process. The Budget Committee co-chairs shall facilitate procedures consistent with the Planning and Budget Policy.

1. Development Phase

   a. The Budget Committee shall establish budget parameters, guidelines, and timelines for budget development.

   b. College budget areas shall identify budget priorities and send them to the Budget Committee, which shall focus on the institutional budget, not on specific unit budget line items. The Budget Committee shall consolidate internal priorities and priorities set by
external bodies and forward them to the president and Board of Trustees for consideration.

c. The Budget Committee shall meet with the Board of Trustees and president to establish budget priorities consistent with the college strategic institutional plan. The Board may appoint a group of Trustees to represent the Board at this meeting.

d. The Budget Committee shall develop proposed budgets consistent with the planning priorities and confirmed at the meeting with Trustees and the president.

2. Discussion Phase

*Preliminary/Tentative/Final Budgets*

When the Budget Committee has developed each version of the budget it shall:

a. Distribute the proposed budget to the following individuals, who shall be invited to forward their group's written recommendations to the Budget Committee: constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty and staff responsible for campus planning and budget units, committee chairs.

b. Hold a public forum and invite recommendations.

c. Following the public forum, consider recommendations received and develop a budget which incorporates appropriate recommendations.

3. Recommendation Phase

*Preliminary/Tentative/Final Budgets*

a. When the Budget Committee has developed each version of the budget it shall submit, on the same date, the recommended budget and supporting documents to the president and Board of Trustees.

1) If the Budget Committee is unable to reach consensus upon the Final Budget, a committee member(s) may submit a written dissenting statement to the president, sending a copy to the Budget Committee on the same date; it shall include the name(s) and signature(s) of those dissenting; the group(s) represented; specific recommended changes, justified by a statement demonstrating their consistency with the standards established in the Planning and Budget Policy.

b. The president shall submit to the Board of Trustees a recommendation which either endorses adoption of the budget or proposes modifications.
1) If the president endorses adoption, s/he shall submit a written endorsement to the Board of Trustees and send a copy to the Budget Committee on the same date.

2) If the president proposes modifications, s/he shall submit a written proposal to the Board of Trustees, noting all recommended changes and justifying their consistency with the standards established in the Planning and Budget Policy.

   a) The president shall, on the same date, send a copy of his/her proposal to the Budget Committee and send copies of his/her proposal and the budget to the Planning Committee; planning and budget areas/units affected; constituent group presidents (Academic Senate, Administrative Senate, Classified Senate, Associated Students of Napa Valley College), faculty and staff responsible for campus planning and budget units, committee chairs.

4. **Decision Phase**

   The Board of Trustees shall include decisions on the adoption of Preliminary, Tentative, and Final Budgets as agenda action items at Board meetings.

5. **Implementation Phase**

   a. After the adoption of the Final Budget, the Budget Committee shall meet with and make recommendations to the vice president of business and finance and the president under the following conditions:

      1) When the college incurs an unanticipated cost or shortfall which totals $50,000 or more.

      2) When the college receives unanticipated savings or revenue which totals $50,000 or more.

   b. Should revenues during the fiscal year exceed those projected, the Budget Committee shall present to the president a prioritized list of recommended additional expenditures.

   c. The president shall provide a written report to the Budget Committee of his/her decisions regarding any unanticipated costs, savings, shortfalls, or revenues consistent with the Planning and Budget Philosophy.
Structure and Support of the Committees

1. Membership

Planning Committee

a. There shall be twelve (12) voting members:

1 - Vice President of Instruction

1 - Vice President of Student Services

1 - Director of Facilities Services

1 - Administrative Senate representative appointed by the Administrative Senate

1 - Classified representative appointed by the Classified Senate.

1 - Student representative appointed by the Associated Students of Napa Valley College.

6 - Academic Senate representatives appointed by the Academic Senate

b. There shall be two non-voting members:

1 – Director of Institutional Research

1 – SLO & Assessment Coordinator

c. There shall be two co-chairs:

1 - Academic Senate Co-Chair, appointed by the Academic Senate, who shall have a vote additional to those of the Academic Senate representatives and who shall vote only to break a tie

1 - District Co-Chair, the Dean of Research, Planning, and Development, who shall not have a vote.

d. Alternate committee members and chairs may be appointed by the appropriate body; alternates shall have the voting rights of the members or chairs for whom they substitute.

e. Planning Committee members, co-chairs, and support staff are named in Appendix G.
Budget Committee

a. There shall be twelve (12) voting members:

1 - Vice President of Instruction
1 - Vice President of Student Services
1 - Director of Facilities Services
1 - Administrative Senate representative appointed by the Administrative Senate
1 - Classified representative appointed by the Classified Senate.
1 - Student representative appointed by the Associated Students of Napa Valley College.
6 - Academic Senate representatives appointed by the Academic Senate

b. There shall be two co-chairs:

1 - Academic Senate Co-Chair, appointed by the Academic Senate, who shall have a vote additional to those of the Academic Senate representatives and who shall vote only to break a tie

1 - District Co-Chair, the Vice President of Business and Finance, who shall not have a vote

c. Alternate committee members and chairs may be appointed by the appropriate body; alternates shall have the voting rights of the members or chairs for whom they substitute.

d. Budget Committee members, co-chairs, and support staff are named in Appendix G.

2. The operating practices employed by the Planning and Budget committees shall be open and shall incorporate the following checks and balances:

a. Meetings shall be open; all members of the college community and community-at-large shall be invited to attend.

b. To promote integration of planning and budget processes, co-chairs and members of the Planning Committee shall be encouraged to attend Budget Committee meetings; co-chairs and members of the Budget Committee shall be encouraged to attend Planning Committee meetings;

c. Announcement of meetings and distribution of agendas and supporting documents shall be consistent with the Brown Act.
d. Using the public comment process employed by the Board of Trustees, each committee shall invite views and recommendations.

e. Each committee shall inform in writing those visitors in attendance that views and recommendations submitted shall be considered according to their consistency with Education Code Section 66010.4, the mission and vision of Napa Valley College, accreditation standards, and strategic institutional planning and budget priorities, and the priorities established by the Board of Trustees.

f. Each committee shall make every reasonable effort to achieve consensus.

g. If the co-chairs agree that consensus is not possible and that further discussion would jeopardize committee timelines, they shall call for a committee vote on the matter at hand.

h. A simple majority is required to pass a committee vote. The Academic Senate committee co-chair shall vote only to break a tie; the District co-chair shall not have a vote.

i. If the committee is unable to reach consensus upon the Final Strategic Institutional Plan or budget recommendations, a committee member(s) may submit a written dissenting statement to the president for consideration consistent with procedures and standards established in Procedures of the Committees.

3. District and Academic Senate Support of the Committees

a. To help assure the effectiveness of the student representative to each committee, the committee co-chairs, or designee(s) approved by the student representative, shall jointly mentor the representative appointed by the Associated Student Body.

b. To help assure the effectiveness and timeliness of committee actions, the District shall provide the following support to the committees:

1) Secretarial and logistical support for the Planning Committee shall be provided by the Dean of Research, Planning, and Development.

2) Secretarial and logistical support for the Budget Committee shall be provided by the Vice President of Business and Finance.

3) Should the District co-chair of the Planning Committee or the District co-chair of the Budget Committee determine that a committee meeting is required and the meeting falls outside the work year for a faculty committee member or chair, that individual shall be compensated at the hourly rate established in the collective bargaining agreement. Administrative committee members or chairs and Classified committee members may adjust their work/vacation schedules to be consistent with meeting times or may arrange for an alternate.
Changes to the Planning & Budget Process

Changes to the Planning & Budget Process established in this document shall be consistent with Education code Section 66010.4 and with the mission and vision of Napa Valley College.

Change to this policy shall be determined by mutual agreement of the Board of Trustees and the Academic Senate, consistent with Napa Valley College’s shared governance policy and with California law pertaining to shared governance.

Adopted 4/13/94 through mutual agreement (effective 3/10/94)

Revised 10/20/09 through mutual agreement (effective 10/20/09 BOT)