**Budget Planning Committee Responsibilities**

The Budget Planning Committee scope of six California Community Colleges was reviewed. The following commonalities were found in more than one scope. The degree to which the committees oversee budget development varied widely across colleges.

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| # Colleges | Aspects of Scope Related to: |
| 6 | Establishing/developing budget procedures, policies, and/or timelines. |
| 6 | Ensuring that planning & resource requests are aligned |
| 6 | Communicating budget matters to stakeholders |
| 6 | Aligning budget to institutional plans |
| 3 | Assessing and evaluating the budgeting process |
| \*3 | Making budget recommendations for cost-savings or to balance the budget |
| \*2 | Analyzing data related to the budget for planning |

\*Comment: appear to fall outside of planning committee scope—signs of micromanagement

College’s Budget Planning Websites Reviewed:

* <https://scccd.blackboard.com/webapps/blackboard/content/listContent.jsp?course_id=_3945_1&content_id=_2119803_1>
* <https://sac.edu/AdminServices/budget/Pages/default.aspx>
* <http://www.miracosta.edu/governance/budgetandplanning/index.html>
* <http://www.venturacollege.edu/committees/budget-resource-committee>
* <http://www.oxnardcollege.edu/committees/planning-and-budget-council>
* <https://www.lamission.edu/budget/>