

+CCC's Procedure Handbook

A1003.1 Budget Committee (subcommittee of College Council)

Status:	Participatory (Shared) governance subcommittee of College Council)
Meeting Time:	Third Wednesday of the month from 2:00 p.m. to 4:00 p.m. or as posted on College Website: www.contracosta.edu
Composition:	Vice President of Business Services Voting Members • Classified representatives: (2) • Managers: (2) • Faculty: (2) • Students (2) Non-Voting Members • Managers: (3)
Chair:	Vice President of Business and Administrative Services
Records:	Minutes are recorded of issues and actions and are distributed to the members and public via the District Board Doc Website and forwarded to the College Council.
Purpose:	1. To evaluate procedures for the allocation and use of revenue and to disseminate budget information to the college for the operating budget. 2. To make recommendations on budget augmentation. 3. To review new grant proposals. 4. To maintain a comprehensive record of College wide grant budgets in order to help facilitate funding of relevant projects. 5. To develop the process for allocation of and to allocate special funds (e.g. instructional equipment funds). 6. To make funding recommendations jointly with Student Success, Planning, and/or Operations Committees to College Council. 7. To review and recommend Release Time, OAS and adjunct budgets after review by Strategic Enrollment Committee.

A1003.2

Grant Committee

(subcommittee of Budget Committee)

- Status: Participatory (Shared) governance subcommittee of Budget Committee
- Meeting Time: or as posted on College's Website: www.contracosta.edu
- Composition: College grant writer, 2 managers, 2 faculty, 1 classified, 1 student, others as needed ex-officio
- Chair: College grant writer
- Records: Minutes are recorded on formation and action items, and are distributed to the members and public via the College website. All minutes are forwarded to the Budget Committee.
- Purpose:
1. To prioritize areas of focus for grant-writing.
 2. To review/approve grant opportunities and proposals.
 3. To report on grants activities annually to College Council, including recommendations for institutionalization.

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Brown Act Committees

The following committees are subject to the Ralph M. Brown Act.

College Committee Structure

A list of the current members of these college committees is sent to "Everyone @ CCC" via e-mail at the beginning of each month.