Cañada College Budget and Planning Process

**Division Faculty/Staff & Administrative Consultation**

**Review of Research & Planning Documents**
- Academic Discipline and/or Program/Service Unit reviews college research and planning documents, program reviews, and institutional self-studies.

**Academic Discipline and/or Program/Service Unit Planning**
- Preparation of goals and requests for staffing, equipment, facilities, and other needs.

**Division Meeting/Department Meeting**
- Requests from Academic Discipline and/or Program/Service Unit are submitted to the division for input. All faculty and staff are involved in prioritizing needs.

**Division Dean/Administrators**
- Evaluates requests from Division Meeting and either refers back to Division Meeting for further evaluation or submits to the Instruction Council or Student Services Council.

**Instruction Council**
- Priorities from each instructional division are combined to ensure comprehensiveness, equity, and links with college goals. Makeup: All Academic Administrators

**Student Services Council**
- Priorities from each Program/Service Unit are combined to ensure comprehensiveness, equity, and links with college goals. Makeup: All Student Services Managers/Supervisors

**Management Council**
- Reviews process and consolidates recommendations into one plan and adds additional operational needs, as necessary. Makeup: President, Vice Presidents, Deans, Marketing Director, Researcher, Budget Officer, Program Directors.

**Budget & Planning Committee**
- Scrutinizes and carefully analyzes plan from Management Council. A subcommittee of College Council, it reports its recommendation to College Council. Makeup: President (ex officio), Vice Presidents, College Council Chair and Vice Chair, Academic Senate President and a second faculty member appointed by the Senate President, Classified Senate President, Budget Officer (ex officio), CSEA representative, and ASCC student representative.

**College Council**
- Serves to oversee and uphold the college decision-making process and serves as an advisory body to the President. Makeup: Five full-time Faculty, one adjunct Faculty, six Classified, six Students, two Administrators, President (ex officio), Academic Senate President (ex officio).

**College President**

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