

Purpose: Ensures that resources allocations are based on college-wide strategic planning efforts. Assists Mohave Community College with the budget development process and college budget review.

July 1, 2021 to June 30, 2022		
Chair	Chief Finance Officer	TBA
Co-chair	Dean of General & Transfer Education	Lucinda Leugers
Recorder	Administrative Assistant	Wendy Chance
Meeting schedule		
Decision Making Process	Consensus, 85/15	

MEMBERSHIP (#)	
Budget Administrator	Nanci Clark
Employee Services Member	Jennifer Picard
Faculty Member	Matt Weinke
Faculty Member	Erik Jones
Facilities Member	Joe Ronningen
Financial Aid Member	Lisa Downey
Dean SCE Member	Carolyn Hamblin
IT Member	Loan Hornick
Professional/Management Member	Jason Gee
Professional/Management Member	Tonya Jackson
Student Services Member	Ana Masterson
Support Staff Member	Paula Wade
Support Staff Member	Jacqui Diaz

Conducts its work under the auspices of the College President and within District policies and procedures.

In specific, serves the following purposes:

1. Utilize institutional annual and long-term goals to analyze and recommend approaches to the management of institutional financial resources.
2. Develop, recommend, and communicate assumptions and philosophies for use in district budget development and resource allocation.
3. Develop, recommend, and communicate policies, guidelines, and procedures for the budget development process and assure broad staff participation.
4. Provide a forum for analyzing key budget elements on an annual basis, including revenue resources, expenditure limitations, and expenditure categories.

5. Develop, recommend, and communicate a general process for the equitable use of one-time funds.
6. Develop, recommend, and communicate a general process for the review of above-budget allocation requests and make recommendation to the President's Council.
7. Respond to accreditation criteria 5 and other accreditation activities.
8. Disseminate information to faculty, staff, and administration as appropriate.
9. Assists the College in fulfilling its responsibilities for oversight of the quality and integrity of the accounting, auditing and reporting practices of the college.
10. As per the FTC "Red Flag Rule," develop, implement, and update a written identity theft prevention program to detect, prevent, and respond to patterns, practices, or specific activities that may indicate identity theft, and submit an annual report to the Executive Team.

Special Parameters:

1. Suggestions for an item to be included on the agenda of this committee are submitted at least one week before each monthly meeting. The person making the request for an agenda item may make a brief presentation of facts and reason for the requested change.
2. Recommendations become effective on the first of the month, following approval by the Board of Governors and/or the President, unless approval date is expedited or postponed for exigent reasons as determined by the President or Board of Governors.
3. Members are expected to utilize a wide cross-section of college stakeholders in planning and completion of objectives and action plans.
4. Members are expected to implement work generated by action plans into regular work schedules.
5. In addition to guidance from the College Policies and Procedures, the group's recommendation shall align with the goals and objectives of the College Strategic Plan.

Strategic Plan Alignment:

The Finance, Audit and Budget Committee directly aligns with strategy four of the strategic plan, and the corresponding objectives. As a foundational strategy, this committee supports all other strategies and objectives by providing the infrastructure necessary for success.

HLC Criterion Cross-Reference:

- 5.A. Through its administrative structures and collaborative processes, the institution's leadership demonstrates that it is effective and enables the institution to fulfill its mission.
- 5.B. The institution's resource base supports its educational offerings and its plans for maintaining and strengthening their quality in the future.
- 5.C. The institution engages in systematic and integrated planning and improvement.

Institutional Document:

1. Resource Allocation Manual – in process