

BUDGET ADVISORY COUNCIL BYLAWS
Draft Presented by Michael Pham June 2, 2020
Approved by the Council June 4, 2020

PURPOSE:

1. The Budget Advisory Council shall advise the President and the Executive Cabinet on matters relating to the college budget, including budget planning and development, in alignment with college mission and strategic goals.
2. The Budget Advisory Council shall evaluate funding models and provide comprehensive recommendations on budget adjustments and mitigations.
3. The Budget Advisory Council shall review and inform the respective college constituency about college budget policies, procedures, and priorities.

MEMBERSHIP:

CHAIR: Vice President of Administration: Michael Pham
The chair will exercise voting rights only to break a tie.

VOTING MEMBERS: (10)

- Faculty Senate representative: Sam Alkhalili
- HCEA representative: Helen Burn
- WPEA representative: Marta Reeves
- Professional/Exempt Employee representative: Laquita Fields
- Academic Affairs Division representative: Gerie Ventura
- Administrative Services Division representative: Kevin Kalal
- Institutional Advancement Division representative: Rashad Norris
- Student Services Division representative: Vince Sanchez
- President's Unit (inclusive of ITS & HR) representative: Pat Daniels
- ASHC Student representative: Grayce Ross

EX-OFFICIO MEMBERS: (4)

- Director of Budget and Grants (non-voting ex-officio): Lela Cross
- Director of Instructional Budget (non-voting ex-officio): Marco Lopez-Torres
- Director of Institutional Research (non-voting ex-officio): Emily Coates
- Executive Assistant (Secretary): Heather McBreen

AUTHORITY:

All recommendations of the Budget Advisory Council shall be advisory only and shall not be binding on the President or the Executive Cabinet.

MEETINGS:

- The Council shall hold regular meetings of once every two weeks during budget planning period – except during summer quarter and quarter breaks.
- The Chair may call meetings as often as required to conduct business of the Council due to the urgency and timeliness of the budget planning schedule.
- All meetings requiring a vote will be conducted in the presence of a quorum, where at least five (5) voting members and the Chair are in attendance.
- Decorum, civility, and courtesy will be required of all members during the Council meetings.
- Any member missing three (3) consecutive meetings may be asked to resign from the Council.

ADDITIONAL NOTES:

- The Council may create subcommittees as needed. All subcommittees when created shall consist of no more than three voting members of the Council.
- These Bylaws may be amended by the simple majority of the Council members.
- The Council will be active throughout the year and will be reviewed on an annual basis.