



Planning & Budget Council Bylaws

(Approved and Adopted on 4/17/13)

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I. PHILOSOPHY

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust and a willingness to work together for the good of the college. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution.

Participatory governance is defined as a collaborative effort of administration, faculty, staff, and students for the purpose of providing high quality college programs and services. All members of the campus community are invited to participate in planning for the future and in developing policies, regulations, and recommendations under which the college is governed and administered.

II. MISSION

The mission of the Planning & Budget Council (PBC) is to provide the opportunity for all groups on campus to participate in developing recommendations and priorities for the college. To that end, the mission is guided by the following:

- Members of the Planning & Budget Council (PBC) represent the diversity of the college community as a whole and will strive to keep the needs of our students at the forefront during decision-making deliberations.
- The Planning & Budget Council (PBC) will maintain objectivity and a global viewpoint in its processes.
- The Planning & Budget Council (PBC) will maintain a clear relationship and communicate effectively with all campus groups.
- The Planning & Budget Council (PBC) promotes awareness and understanding of available resources.
- The meetings of the Planning & Budget Council (PBC) are open and public.

III. PURPOSE OF THE PLANNING & BUDGET COUNCIL

1. Vision Statement

The Planning & Budget Council (PBC) supports the college vision which oversees and facilitates planning processes and makes recommendations to the President in areas such as program review, resource allocation, and planning.

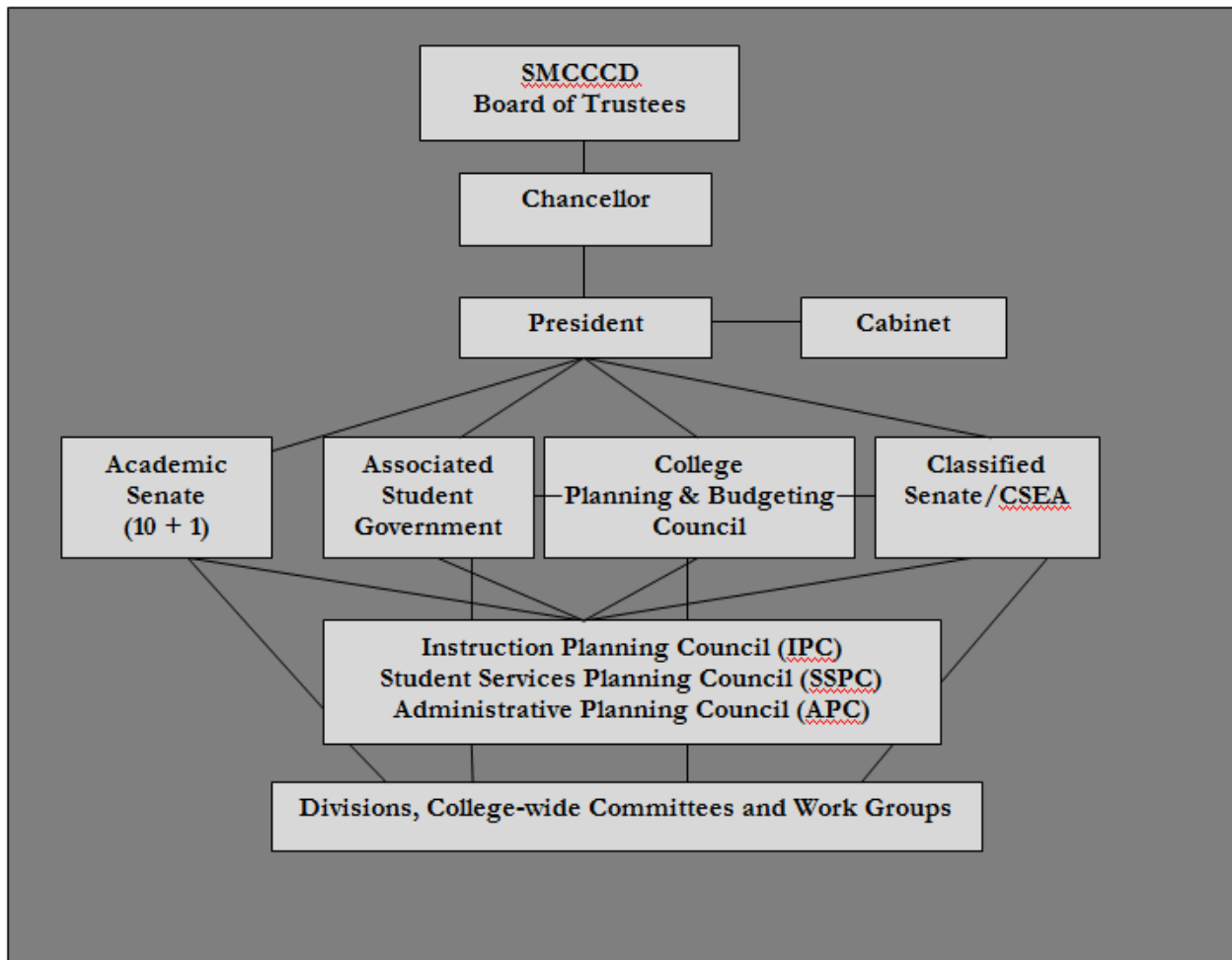
2. Goals and Values

The Planning & Budget Council (PBC):

- A. Advises the College President on matters pertaining to:
 - i. Prioritizing expenditures to advance the College goals,
 - ii. Planning

- iii. Governance issues,
 - iv. Issues regarding college facilities, maintenance, and operations
 - v. Issues regarding campus climate
 - vi. Any other issue affecting the well-being of the College at large
- B. Oversees and drives institutional planning agendas for each academic year,
 - C. Provides Accreditation oversight
 - D. Integrates and synthesizes planning and assessment of all college-wide plans including the Strategic Plan, the Educational Master Plan, the Instructional Program
 - E. Reviews College and District policies and develops procedures to implement policy
 - F. Promotes awareness and understanding of Cañada College budgeting, our district budget, and the state budget
 - G. Establishes workgroups and subcommittees to address college planning needs and priorities, as needed

Organizational Structure of College Participatory Governance Groups & Their Relationship



IV. ORGANIZATION OF PLANNING & BUDGET COUNCIL

1. Composition and Selection

Member:	Appointed by:
Academic Senate President or Vice President	Academic Senate
Classified Senate President or Vice President	CSEA
AFT Representative	AFT
CSEA Representative	CSEA
IPC Representative	IPC
SSPC Representative	SSPC
Faculty Representatives - one from each of the three instructional divisions & one from student services	Academic Senate
Part-time Faculty Representative at-large	Academic Senate
Classified Staff Representative at-large	CSEA
ITS or Facilities Representative	CSEA
ASCC Representatives (2)	ASCC
Dean of Planning, Research and Institutional Effectiveness	Not Applicable
College Business Officer	Not Applicable
Director of Public Information	Not Applicable
Dean	Not Applicable
VPI	Not Applicable
VPSS	Not Applicable
College President (Ex-Officio)	Not Applicable

Voting Members 21
 Total Members 22

2. Expectations of Service

- Members will commit to attend and prepare for Planning & Budget Council (PBC) meetings
- Members will notify co-chairs if unable to attend scheduled meetings
- Meetings will start on time
- Members will provide information to and solicit feedback from constituent groups.

3. Removal

Members may be removed or asked to resign by consensus of the other members, after three (3) absences in one semester.

4. Term

Terms for appointed positions will be for two years (2) (August – June) except for initial appointments and any mid-term replacements, which will result in staggered terms and for any

ex-officio holders, whatever their position terms of office may be. Appointments will be made by June preceding the terms of appointment.

Student terms will be for one year (August 15 – June 30) with appointments made in August.

5. Co-Chairs

The Academic Senate President or Vice President and Classified Senate President or Vice President shall preside as Co-Chairs.

6. Administrative Support

The President's Office will provide appropriate administrative support to the council. Assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository of the meeting notes and materials.

7. Orientation

An orientation meeting will be held with the outgoing and newly elected Council members at the beginning of the academic year, to include (but not limited to) a review of:

- a. AB 1725 provisions (Appendix A)
- b. Procedures/Decision-Making
- c. Scope of Membership
- d. Handbook and Bylaws
- e. Relationship to Participatory Governance
- f. Workgroup Assignments and Roles

8. Dissemination of Information

Agendas and Minutes will be distributed at least three days prior to the next regularly scheduled meeting via email by the President's Office and posted online on the PBC web page. Constituent group members will in send an additional reminder on topics that may impact their group.

V. MEETINGS

1. Rules of Procedure for Conduct of Meetings

a. Consensus Methods or Voting

The Planning & Budget Council (PBC) makes decisions democratically by polling appointed members to determine if general agreement has been reached, based upon the following levels of responses:

- i. I support the recommendation completely.
- ii. I support the recommendation with reservations.
- iii. I cannot support the recommendation

Recommendations will be made by consensus or a vote. If consensus voting is not reached, Roberts' Rules of Order will be followed in order to reach a decision by

conducting a vote. A motion will be made, seconded, and passed by the majority of voting members in attendance. A roll call vote may be called by any voting member.

Abstentions will be noted in the minutes.

b. ***Quorum:***

A quorum must be present in order to forward a specific recommendation to the President. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as eleven (11) voting members who constitute more than 50% of the voting members.

2. Actions & Decisions

The Planning & Budget Council (PBC) has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the Planning & Budgeting Council (PBC) are formal recommendations made to the President. The College President shall explain his/her decision to the Planning & Budgeting Council (PBC).

3. Agenda Building

The College President and Planning & Budget Council (PBC) Co-Chairs will be responsible for developing and approving Planning & Budgeting Council (PBC) agendas. Agendas are prepared the week prior to a scheduled meeting. Council members may request that an item be included on the agenda by completing the agenda item request form or by email. All agenda requests must be submitted to the co-chairs at least seven (7) days prior to the scheduled meeting.

(Appendix B Agenda Item Request). The President and Co-Chairs will review with Planning & Budget Council (PBC) all requests not approved for agendas. The Council may decide by consensus to include items on a future agenda not approved by the President and Planning & Budgeting Council (PBC) Co-Chairs. All agenda items will be given a time allotment as appropriate for the item.

4. Bylaws Change

- a. The Bylaws may be adopted by the two thirds vote of all the members of the Planning & Budget Council (PBC) in consultation with their respective constituents.
- b. Any members of the Planning & Budget Council (PBC) may propose a bylaws change.
- c. The Bylaws may be amended by a majority vote of the members of the Planning & Budget Council (PBC).

APPENDICES

APPENDIX A

Education Code Section 70901 (B) (1) (E) of AB 1725

- A.** Education Code 70901 (b) (1) (E) of AB 1725 requires that the board of governors establish “Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration and the right of the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”
- B.** The scope of the academic senate is in the area of academic and professional matters. Students have rights with regard to matters that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on staff. In particular, staff have governance rights in regard to the definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its colleges and the participation structures and procedures for the staff positions defined and categorized.
- 1. Faculty**
- 53200(c) Academic and Professional matters mean the following policy development and implementation matters.
- (a) Curriculum, including, establish prerequisites and placing courses within disciplines.
 - (b) Degree and certificate requirements
 - (c) Grading policies
 - (d) Educational program development
 - (e) Standards or policies regarding student preparation and success
 - (f) District and college governance structures, as related to faculty roles
 - (g) Faculty roles and involvement in accreditation processes, including self -study and annual reports
 - (h) Policies for faculty professional development activities
 - (i) Process for program review
 - (j) Processes for institutional planning and budget development and
 - (k) Other academic and professional matters as mutually agreed upon between governing board and academic senate

2. Students

51025(b) Students, for the purpose of this section, means the following district and college policies and procedures that have or will have a significant effect on students:

- (a) Grading policies
- (b) Codes of student conduct
- (c) Academic disciplinary policies
- (d) Curriculum development
- (e) Courses or programs which should be initiated or discontinued
- (f) Processes for institutional planning and budget development
- (g) Standards and policies regarding student preparation and success
- (h) Student services planning and development
- (i) Student fees within the authority of the district to adopt
- (j) Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

3. Staff

Matters having a significant effect on staff are not defined on the regulations except that there is a requirement that a district governing board “reasonably determines, in consultation with staff: that the matter has significant effect on staff (51023.5 (A)(4).

APPENDIX B

AGENDA ITEM REQUEST

Originator (Please type/Print):

Item: _____

- ACTION**
- INFORMATION**
- DISCUSSION FOR FUTURE ACTION**

SIGNED: _____ **DATE:** _____
Council Member

- APPROVED FOR _____ MEETING**
- APPROVED FOR CONSIDERATION (for placement on Agenda)**
- NOT APPROVED (reason given under comments)**

COMMENTS:

APPROVAL: _____ **DATE:** _____
Planning & Budget Council Chairperson

APPROVAL: _____ **DATE:** _____
President

Deadline for submission of agenda items is seven (7) days before the meeting. Forms should be submitted to the President's Administrative Assistant.