

The APC Bylaws

ARTICLE I: Name

The council directing the activities related to administrative operations of Cañada College, henceforth is called *Administrative Services Council (APC)*.

ARTICLE II: Purpose

The purpose of APC is to ensure effective operation of all things fiscal and operational for Cañada College. The primary responsibility of APC is to insure the creation, implementation, distribution and assessing of fiscal and operational services throughout the college. The participatory governance governing body, PBC, reviews and approves work of the APC before recommendations are taken to the President, Chancellor and Board of Trustees (if needed).

Section 1. Participatory Governance

The Administrative Services Council operates as a planning council with IPC and SSPC of the participatory governance structure. The APC will adhere to the rules of participatory governance set by the Planning and Budget Council (PBC).

Section 2. Specific action

The APC administers the financial recommendations to the governing body of the college. A representative (College Budget Officer, Vice President of Administrative Services or designee) from the administrative division who is a member of the APC will present and explain all parts of the college budget in open PBC meetings. This action will take place twice a semester or at the request of the PBC officers or the college president.

1. The specific objectives and purpose of APC shall be:
 - a. To support of translation of the college administrative processes
 - b. To support and recommend actions regarding related fiscal and operational activities for the college as a whole.
 - c. To engage with all college stakeholders on all matters administrative
 - d. Integrate planning with resource allocation through the program review process to ensure alignment with college's strategic goals.

ARTICLE III: Membership

Composition of membership of the APC will not and should not mirror or copy that of other governance bodies. The membership of the APC should consist of a core knowledge base related to the key areas of council leadership. Each member of the APC is expected to serve a minimum of one (1) academic year.

Section 1: Areas of concentration and Membership Composition

The core areas of concentration are:

- Annual Campus Budget
- Resource Request and Program Review
- Campus Facilities
- Others (major contraction and accreditation)

A sample membership chart could resemble the following:

- Vice President of Administrative Services (VPA), Chair of Council (?)
- The Chief Budget Office (CBO) (or appointee from the budget/payroll office)
- Classified Executive Positions (3)
- All Vice President position

- One other member of the Administrative Services Division
- A member of facilities/grounds department
- (at least) One Faculty member
- (at least) One Classified member
- One At-Large member (College President, appointee or ex-officio).

Section 2: Rights of membership

Each member of the APC must be an active and regular employee of Cañada College.

Section 3: Resignation and Termination

Any member has the right to end his or her membership at any time. However, the APC reserves the right to ask the resigning member to identify their replacement prior to the end of membership. A member may also be asked to step down due to low/poor attendance.

ARTICLE IV: Meetings

Section 1: Regular meetings

Regular meeting for the APC shall be every two months.

Section 2: Special/Irregular meetings

The chairperson may call a special meeting, outside of the regular meeting time, if the need arises. The special meeting should be called with a minimum of 48 hours' notice prior to the purposed meeting date.

Section 3: Quorum

A quorum for a meeting of the members shall consist of at least fifty percent (50%) or 1/2 of the active membership.

Section 4: Voting

Each member of APC, except for the college president or appointee, will have one equal vote. Quorum must be met in order for a vote to take place.

