

COLLEGE BUDGET COMMITTEE (CBC)

By-Laws

FUNCTION

The Merritt College Budget Committee (CBC) is a shared governance committee of the College designated to act as an advisory body to the President of Merritt College in matters relating to budget development processes, procedures and the allocation of funds. The College President and the CBC shall consult on all major budget issues before a decision is made by the College President.

CHARGE OF THE COMMITTEE

1. To advise on the development of budgetary policies, processes and timelines
2. To receive and review budget proposals from departments and/or program areas
3. To review and recommend the overall College Budget with respect to:
 - a. Unrestricted General Funds (Funds 1 thru 10)
 - b. Instructional equipment
 - c. CTE (Fund 16)
 - d. Instructional Supplies (Fund 17)
 - e. Facilities Revenues and other cash receipts
 - f. Funding available from vacant faculty and classified positions
4. To recommend funding priorities (except as noted below in #'s 5 & 6) for overall college budget
5. To review as "Information Item Only" Classified and Faculty Vacancy Prioritization
6. To review as "Information Item Only" Categorical Funding (i.e., DSPS, EOPS/CARE, Matriculation)
7. Sponsor budget orientation workshops for the College community.
8. To engage in self-directed study, to meet its regulatory obligations under Title 5 of the California Code of Regulations, and to maintain authority delegated by the State Chancellor's Office.
9. To review as "Information Item Only" Fund 83 Student Use Fee.
10. To review as "Information Item Only" Measure A Request (Approved & Denied)

MEMBERSHIP

1. The three (3) members of the Merritt College Administration will be the Vice President of Instruction, Vice President of Student Services and Business/Administrative Services Manager. In case of vacancies, the President of the College shall appoint another administrator.
2. Six (6) faculty representatives appointed by the Merritt College Academic Senate. The term of office will be two years, with three faculty representatives chosen each year. Reappointments are allowed.
3. One (1) student representative appointed by the Associated Students of Merritt College (ASMC) for a term of one year.
4. Four (4) Classified Employees appointed by the Merritt College Classified Senate. The term of office will be two years, with two classified representative chosen each year. Reappointments are allowed.

5. The College President will be an ex-officio, non-voting member.

APPOINTMENTS, VACANCIES & ELECTION OF CHAIRPERSONS

1. During March of each year, the CBC Co-Chairpersons will inform the Merritt College Academic Senate President, the ASMC President, and the Classified Senate President of any vacancies for the following fall semester within their respective areas. The three (3) senate presidents will make appointments to fill those vacancies and forward them to the CBC Co-Chairpersons by March 30.
2. Appointed members who miss two consecutive meetings without notifying the CBC Co-Chairpersons will be considered inactive, and their position on the Committee will be considered vacant.
3. If an appointed position becomes vacant during the regular school year, or an appointee becomes inactive, the CBC Co-Chairpersons will notify the officer who made the appointment within two weeks. That officer will appoint a replacement to serve the remainder of the term of the original appointee, and will notify the Co-Chairpersons within one week of the appointment.
4. The terms of office of all regularly appointed members will begin with the first regular meeting of the fall semester. The term of office of members appointed to fill vacancies during the year will begin with the next regular meeting.
5. The CBC will be co-chaired by the Business/Administrative Services Manager and a faculty member.
6. Each May the CBC will elect the faculty co-chair, subject to the advice and consent of the Merritt Academic Senate. No faculty member may serve more than three consecutive 1-year terms as Co-Chair unless authorized by the Merritt College Academic Senate.

CO-CHAIRPERSONS

The role of the co-chairpersons includes the following:

1. Prepare agendas.
2. Conduct the committee meetings.
3. Edit minutes.
4. Set the calendar of committee meetings.
5. Keep informed of State, Local and District issues impacting the Merritt College budget.
6. Supervise the orientation of new members and on-going training of continuing members.
7. Serve as a resource for departments in the budget development process.
8. Disseminate Minutes
9. Facilitate the functioning of the Committee
10. Report regularly to the Academic Senate and the College Council.

PROCEDURES

1. The actions and deliberations of the CBC are to be consistent with Board Policy 2.23 (attached) implementing Title V of State regulations. The CBC will make every effort possible to reach agreement regarding proposals. If unable to resolve differences, the Academic Senate may choose an

alternative proposal and submit it to the President. Thus, the Academic Senate reserves its rights under Board Policy 2.23.

2. Regular meetings will be held at least once a month during the regular academic year. If a holiday falls on that day, the meeting will be rescheduled. The CBC Co-Chairpersons may call extra meetings if special needs require them.
3. A quorum will be 50% of the voting members. A quorum must be present in order for the CBC to conduct business.
4. The CBC Co-Chairpersons, in consultation with the College President, will determine the agenda for each meeting. Materials for the agenda must be submitted to the Co-Chairs at least four (4) working days preceding a scheduled meeting, unless it is an emergency meeting. The, College President, Academic Senate President, Classified Senate President, ASMC President as well as any member of the CBC may submit agenda items.
5. The agenda, minutes of the previous meeting, and pertinent materials will be distributed to the following parties at least two (2) working days preceding a scheduled meeting:
 - CBC Members
 - College President, Vice Presidents and Deans Merritt College Academic Senate President Merritt College Classified Senate President ASMC President
 - Merritt College Library
 - Merritt College Website (posted)
 - Other campus communication systems
6. Individuals with business before the CBC are encouraged to be present, or to send a knowledgeable representative, when that business is on the agenda.
7. When considering a proposal, the CBC may vote to approve, to disapprove, refer to another College Committee, or to refer the proposal back to the originator with instructions to revise.
8. All constituent groups (Academic Senate, ASMC, Classified Senate and Managers) will be given a report of all recommendations and actions taken by the CBC. The report will also include a summary of proposals currently before the CBC. The report shall be presented at the first meeting of all constituent groups following a CBC meeting. Discussion and input generated by this report shall be summarized and presented at the next CBC meeting.
9. At the first meeting of the College Council following each CBC meeting, one of the CBC Co-Chairpersons will present to the Council, in person and in writing, a report of all recommendations.
10. The President shall accept, reject or make alternative recommendations to those of the CBC, or make recommendations to the CBC in the absence of any recommendation from the CBC. Within ten (10) working days of receipt of written recommendations from the CBC, the College President shall communicate with the CBC his/her decision in writing. If the President's decision is affirmative, the recommendation becomes College policy. If the President does not support the recommendation, the President shall provide a written justification to the CBC within the ten (10) working day time limit. Those items not accepted by the College President will be on the next CBC agenda for the CBC's consideration of the President's written justification or alternate proposal. The CBC may consider making a new recommendation to the College President. In an effort to reach agreement, the CBC shall work with the College President to resolve differences.
11. One of the CBC Co-chairs will be responsible for the recording and distribution of minutes and other pertinent materials.

12. Emergency meetings of the CBC may be called by the College President or a CBC Co-Chair. Emergency meetings are only to be called when “time is of the essence”. Under these conditions, (a) provisions 2, 4 and 8 of these “Procedures” will be suspended; (b) the College President, CBC, and according to constitutional by-laws the executive committee from each constituent group will meet jointly to attempt to reach agreement on urgent matters. Approval shall be by a majority of those present. “Time is of the essence” means that an action needs to be taken before the next regularly scheduled CBC meeting.
13. In all instances, the College President retains the right and duty to make final decisions on items after CBC consideration.
14. Robert’s Rules of Order shall govern meetings unless otherwise stated herein.

AMENDMENTS

Amendments to these by-laws may be proposed by any member of the CBC or by the College President. Proposed amendments to these by-laws should be circulated and reviewed for comments by all constituent groups. Comments should be received at least one month before the next CBC meeting. Amendments will be considered adopted by the CBC when approved by two-thirds of the voting membership and then forwarded to the College President.

**Reviewed by College Budget Committee 2/11/04*

**Reviewed and accepted as progress report by the Academic Senate 2/04*

**Reviewed and accepted as progress report by College Council on 2/18/04*

**Reviewed by the Academic Senate 3/04*

**Reviewed by the College Budget Committee 3/10/04*

**Reviewed by the Academic Senate 3/25/04*

**Reviewed by the Shared Governance Committee (formerly called Governance Subcommittee) 3/25/04*

**Reviewed by the Shared Governance Committee 4/14/04*

**Reviewed by College President, Academic Senate President and Classified Senate President 4/26/04*

**Endorsed by Classified Senate 4/27/04*

**Endorsed by Academic Senate 5/6/04*

**Reviewed by Shared Governance Committee 5/12/04*

**Approved by the College Council 5/19/04*