



**SUBJECT:** Governance and Organization

**PROCEDURE:** 104.1.1 College Planning, Budget and Analysis Committee (CPBAC)

**EFFECTIVE:** January 2008    **REVISED:** October 2019    **REVIEWED:** February 2020

**The College Planning, Budgeting and Assessment Committee (CPBAC) Membership**

The CPBAC is comprised of representatives of all units of the College. By virtue of the positions within the College's organizational hierarchy and structure, the majority of CPBAC's membership is permanent. The Faculty Senate Chair or designee and the Classified Staff Senate Chair or designee will participate by virtue of their appointment.

The Director of Operations serves as Chair of the CPBAC. Standing membership is comprised of both voting and non-voting ex-officio members and includes the following:

**Members (Voting)**

- Chief Student Affairs and Human Resources Officer
- Chief Technology Officer
- Classified Staff at Large - 2
- Classified Staff Senate Chair or Designee
- Director of Academic Success
- Director of Advising and Career Center
- Director of Assessment and Faculty Development
- Director of Communications and Marketing
- Director of Disability Services
- Director of Facilities Services
- Director of Financial Aid
- Director of General Studies
- Director of Health Sciences
- Director of Library Services
- Director of Lifelong Learning
- Director of Operations
- Director of Recruitment and Enrollment
- Director of Trades
- Executive Assistant to the CEO/Dean
- Faculty at Large – 2
- Faculty Senate Chair
- Student Government President or Designee

**Ex-Officio Members (Non-Voting)**

- CEO/Dean
- Institutional Research Analyst
- Registrar



### **Meetings**

The CPBAC will meet monthly on the last Friday of every month. CPBAC business may be conducted via electronic mediums such as Video Conference or email in some instances. In accordance with open meeting laws and to honor transparency, the CPBAC meetings are open to the campus community and public.

CPBAC meetings and business will follow Robert's Rules of Order for voting. A quorum of no less than 2/3 of the voting membership must be present to act on any action item before CPBAC. Action items are those including, but not limited to, significant resource allocations (e.g. annual budget), allocation of new resources, and/or institutional changes. A simple majority is required for passage of a motion. In some instances of significant action (e.g. annual budget approval) action items may be moved to the Executive Team for final ratification.

Items for consideration of the CPBAC will be submitted through the Academic Affairs Coordinator by close of business one week prior to the scheduled meeting date. Once received, they will be listed on the agenda as an informational or action item.