**Budget Advisory Council**

November 6, 2012 at 1:30 p.m.

Burke Library - Bedsole Conference Room (BL201)

Present: Fabian Balmori, Maureen Bergan, Sergio Castello, Sam Church, Joe Deighton, Mike Ferry, Stephanie Girard, Jim Hall, Rhonda Shirazi (co-chair), Carolyn Simmons, George Sims (co-chair)

* The meeting was called to order at 1:34p.m.
* The minutes of October 23, 2012 were approved with minor corrections (see attached).
* The primary business of the meeting was the continuing review of the by-laws. The resulting document appears below.
* Members agreed that once completed and ratified the by-laws will go into effect in August 2013. Until that time, all current Council members will continue to serve and the co-chairs will continue in their roles. New members of the Council will begin their terms and receive their training in August.
* The Council chose to defer both the vote for new co-chairs and the discussion of how member terms will be staggered.
* For future consideration, Council members requested that the plan for athletics be made available to them as information contributing to the total financial outlook of the College. They also requested a review and revision of the Budget Planning Calendar drafted last year.

Budget Advisory Council

By-Laws

As of November 6, 2012

**Overview**

The Budget Advisory Council serves as an advisory body to the College Senate and the President and makes recommendations regarding the College’s operating budget. Individual members promote transparency and trust by functioning as liaisons to their constituencies.

To meet its goal of understanding the College’s financial condition and associated outcomes, the Budget Advisory Council will have access to any information necessary to understand the totality of the College’s financial position.

**Article I: Purposes**

Specifically, the Budget Advisory Council will

1. Receive regular updates from Admissions, Enrollment and Advancement.
2. Recommend revision of the budget model as needed to ensure the College is prepared for fiscal uncertainty.
3. Compare prior-year projected budget and actuals.
4. Review and recommend budget assumptions to be used in the budget model.
5. Review guidelines for budget management and make recommendations.
6. Review proposed plans for College initiatives and report on the financial implications.
7. Review proposed budget for alignment of allocations with College priorities as expressed in the Strategic Plan and/or other planning documents.
8. Review audited financial statements.
9. Report regularly to the College Senate on the state of the budget.
10. Assist faculty and staff in their effort to be conversant with budgetary matters of importance to the college.
11. Review matters referred by the College Senate or the President.

**Article II: Membership and Terms of Service**

The Budget Advisory Council shall have 10 voting members, all of whom are trained in reading and reviewing financial statements. Members elected to the Budget Advisory Council will serve three-year terms, with the opportunity for re-election to one additional consecutive term. Their terms will be staggered to insure continuity. Resource persons can be invited at the discretion of the Council. The Vice President for Business and Finance will be a permanent member *ex officio.* The entire Council will participate in the election of two co-chairs, one faculty member and one staff member, who will serve staggered two-year terms. One faculty member will also serve as liaison to the Board of Trustees Finance Committee.

The composition of the council is as follows:

1. Five faculty members (selection criteria and method to be decided by the Faculty Assembly)
2. Five staff members (selection criteria and method to be decided by the Staff Assembly)
3. Vice President for Business and Finance (*ex officio*)

**Article III: Conduct of Business**

1. The Council will meet at least twice per semester during the academic year and throughout the calendar year as often as deemed necessary by the co-chairs of the council. The co-chairs will make all reasonable efforts to enable Council members to participate.
2. Meetings will be open to all full-time faculty, staff and students, although the Council may go into executive session at the discretion of the co-chairs. Any person attending who is not a Council member may not vote at any time and may speak only if requested by the co-chairs.
3. The Council requires a quorum of 7 voting members and the support of a majority of all members (6) to make recommendations. No quorum is required for discussion.
4. The Council co-chairs will propose the agenda and post it to the college intranet at least two days prior to Council meetings.
5. The Council will respond to referrals and requests in a written report that includes its analysis of the issue and a numerical tally representing the degree of group support.
6. Minutes will be kept and posted to the College intranet.
7. Prior to assuming their positions, new members of the Council will receive training in budget processes and the reading of financial statements.

**Meetings:**

The next meeting will be November 29, 2012. Meeting adjourned at approximately 3:00p.m.

Minutes compiled by Stephanie Girard