



## **BUDGET ADVISORY COUNCIL 2024-25**

### **PURPOSE:**

The Budget Advisory Council, as requested, shall advise the President and the Executive Cabinet on matters relating to the college budget, including to:

1. Provide recommendations on particular budget strategies and priorities,
2. Provide input on budget enhancements, adjustments, and mitigations,
3. Provide feedback on budget planning and development.

### **MEMBERSHIP:**

The Budget Advisory Council shall consist of the following (12) voting members:

- Director of Budget & Grant Services – Chair
- Faculty Senate representative (2023-25 term)
- HCEA (faculty union) representative (2024-26 term)
- WPEA (classified staff union) representative (2024-26 term)
- ASHC Student representative (annual academic term)
- Academic Affairs Division representative (2023-25 term)
- Administrative Services Division representative (2024-26 term)
- Institutional Advancement Division representative (2023-25 term)
- Student Services Division representative (2024-26 term)
- Office of the President (President’s Unit, ITS & HR) representative (2023-25 term)
- Director of Instructional Budget – permanent member
- Director of Institutional Research – permanent member
- Vice President for Administration & Finance – ex officio member
- Designated BAC secretary – to be appointed

Members shall serve on two-year rotating terms, except for the Chair, ASHC, permanent members, ex officio, and secretary.

### **MEETINGS:**

- The Council is expected to hold regular meetings once every two weeks during budget planning period – March through May. The Chair may call additional meetings due to the urgency budget matters as related to timeline of budget planning schedule.
- All meetings requiring a vote will be conducted in the presence of a quorum, where at least six (6) voting members and the Chair are in attendance.
- Decorum, civility, and courtesy will be required of all members during the meetings.