

# **CYPRESS COLLEGE Planning and Budget Committee**

## ***DEFINITION OF SHARED GOVERNANCE***

At Cypress College, the shared governance process is a system whereby all affected persons have an opportunity to give input into decision making, directly or through representation, and have that input seriously considered. The rationale for the final decision shall be communicated to all. (adopted by Colloquium, October 1995).

The shared governance policy should be one that functions within (1) the mandates of AB 1725, the California Education Code, and Title 5 Regulations, (2) the Collective Bargaining Agreements, (3) the policies of the Board of Governors and the NOCCCD Board of Trustees.

## ***PURPOSE***

The purpose of the Planning and Budget Committee (PBC) is to serve as the primary recommending body to the President's Advisory Cabinet on general budget and planning issues for the campus and to convey to PAC the views of the campus community on matters relevant to both budget and planning for the College. All actions of PBC will be communicated to its constituencies in the form of full minutes. These minutes will reflect full discussion, including the intent of PBC.

## ***STRUCTURE***

The PBC is a college-wide committee with representation from all constituencies. This committee makes recommendations to PAC on a regular basis. Recommendations shall be approved

by PAC prior to campus implementation. Senate represents the faculty on academic and professional matters as defined in Title 5 of the California Education Code on Strengthening Academic Senates. The United Faculty represents the faculty on wages, hours and working conditions, and on contractual matters. The California School Employees Association (CSEA) represents the classified staff on wages, hours, working conditions, and contractual matters. The District Management Association (DMA) represents Cypress College managers and their views regarding affected areas in deliberating and formulating decisions. Students are represented by the Associated Students and have rights as defined in Title 5. Regardless of these constituent organizational characterizations it is expected and essential that all committee members will endeavor to fully participate and contribute in every aspect of the committee's business for the betterment of Cypress College and success of its students.

## ***COMPOSITION OF PBC MEMBERSHIP***

In 1972, the original Budget Committee was established. In 1991, PAC voted to approve the formation of a separate committee for Campus Planning. In 1995, the two separate committees were combined into one committee now referred to as the Planning and Budget Committee. The members of PBC are the following:

Vice President, Administrative Services - Chair  
Executive Vice President, Educational Programs and Student Services (President's Appointment)  
Director, Institutional Research and Planning  
Academic Senate President  
Academic Senate Designee  
United Faculty Representative

Two CSEA Representatives  
Two Associated Students Representatives

**Resource Advisors (non-voting):**

Chair, Curriculum Committee  
Coordinator, Staff Development  
Dean, Counseling and Student Development  
Dean, Instructional Development  
Dean, Student Support Services  
Director, Academic Computing  
Exec. Director, Foundation & Community Relations  
Manager, International Student Program  
Strategic Plan Direction Chairs

Resource Advisors are non-voting members who serve to provide expertise from their areas, as needed.

***OPERATIONS***

PBC Meetings - dates shall be published in the Academic Calendar. All agendas, minutes, and attachments will be provided electronically to the entire campus.

A quorum - consists of 6 out of 10 members of PBC who are in attendance at five minutes past the meeting's scheduled starting time.

Substitutes - a PBC member may identify a substitute who will attend meetings when the member is unavailable and notify the chair of the committee.

Observers – observers are welcome to attend PBC meetings, but may not participate in discussion other than addressing agenda items during the first 10 minutes of the meeting.

Agenda - PBC will ordinarily generate its agenda from items submitted by the members of PBC. Others who desire to have items placed on a meeting's agenda should first contact their PBC representative; or, if necessary, they can contact the Vice President, Administrative Services, who chairs the PBC.

Minutes - PBC minutes are taken by a non-voting recording secretary. It is the responsibility of the Chair to prepare and distribute the agenda, conduct meetings of PBC and report on the status of action items.

***OPERATING GUIDELINES***

PBC will use consensus as its voting method. PBC will operate under guidelines established by Robert's Rules of Order, Revised. When there is dissension, PBC members will make all attempts to talk about concerns and disagreements until consensus is achieved. PBC members are expected to maintain confidentiality, particularly with personnel issues. For purposes of clarification, if a member would like what he or she is discussing to be held in confidence, such member shall be expected to label it as such and not assume that it is understood to be confidential.

As with interest-based bargaining, consensus shall mean that everyone should show thumbs up.

In the absence of consensus, the following procedure shall be followed:

Consensus may also mean thumbs sideways provided all PBC members agree to move forward with the issue despite the lack of full consensus.

### ***Ground Rules***

- Absent time constraints, discussion should continue until full consensus is achieved.
- Everyone must work out their differences to reach consensus.
- Everyone should be candid and comfortable in expressing an opinion.
- Everyone should be willing to comment on the negative and there should be an atmosphere where it is okay to say “The emperor has no clothes.”
- Everyone should feel free to ask questions if something is unclear and keep asking until the issue is understood.
- Everyone should stay on the topic and maintain a “view of the whole.”
- Everyone should share their opinions, but not dominate, allowing others to participate.
- Everyone should show respect for each other and each other’s ideas.
- Everyone must go out united (no “bowling balls”) and must use PBC as a place to talk

about concerns and disagreements.

- When consensus is achieved, members should maintain the integrity of the decision of the group.
- Discussions on major or controversial issues shall be documented to capture key points in the argument and what the intent is in making the decision.
- Where time is not an issue, enough lead time shall be allotted for getting information to and comments from the different constituent groups so that constituent representatives on PBC are not forced to make a decision on the spot.
- Everyone’s comments/ideas shall be solicited.
- Discussions shall be recapped at the end so that they are accurately reflected in the Minutes.

## ***RECOMMENDATIONS/DECISION MAKING***

Recommendations of PBC shall be presented to PAC for action. The chair shall inform its members when such recommendations are being submitted to PAC. PAC may accept a recommendation from PBC and pass it on to the College President, or it may reject a recommendation from PBC and send it back to that committee. PAC normally may not change a recommendation from a shared governance committee before passing it on to the College President.

October 9, 2003

Revised: September 5, 2008

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