

**Everett Community College
Budget Advisory Group (BAG) Bylaws**

Name and Preamble: The Budget Advisory Group (BAG) was established as an advisory body to the President and a voting member of the EvCC Campus Council. The BAG is broadly representative of EvCC personnel that develops, innovates, makes recommendations, and communicates about budget and finance-related matters to EvCC leadership, personnel, and the broader community, and supplementary to the College Financial Services Division.

Article I. Purpose and Functions

Section 1. EvCC Shared Governance Purpose Statement

Shared governance is a structure and process for partnership, equity, accountability and ownership in decisions affecting the organization and its stakeholders. It fosters an empowering and inclusive environment, allowing all members of the campus community to have a voice in decision making, thereby cultivating diverse, creative and critical input with the goal of increasing the success of our students and advancing the institution

Section 2. Union Representation

Washington Federation of State Employees (WFSE) and American Federation of Teachers (AFT) represent the classified, faculty, and exempt employees of Everett Community College in contractual matters. Within the EvCC Campus Council, personnel are additionally represented in non-contractual matters, providing an opportunity to discuss and build consensus through democratic representation. While the Budget Advisory Group (BAG) may consider issues that potentially overlap with contractual matters at meetings, contractual components of such issues shall be referred to the WFSE and/or AFT unions.

Section 3. Functions

The Budget Advisory Group (BAG) is a standing committee of Everett Community College's Campus Council. The BAG is a non-voting, advisory body on the council, which advises the EvCC President and Leadership Team (LT) and is dedicated to the following guiding principles:

- Foster a climate of campus-wide budget transparency and collaboration that invites solutions and supports a mutual understanding of the budget process.
- Further education and understanding of how various rules and regulations impact budget decision-making.
- Connect budget decision-making to outcomes and initiatives set forth in:

- the EvCC Strategic Plan, and <https://www.everettcc.edu/administration/institutional-effectiveness/strategic-plan>
- EvCC accreditation efforts <https://www.everettcc.edu/administration/accreditation>
- Approach the budgeting process and any recommendations with a commitment to long-term viability and in service to our community.
- Examine cost-saving and revenue-generating options when appropriate.
- Consider data-informed trends that may influence the budgeting process.

In summary, the BAG will help EvCC fulfill its [Strategic Plan](#) mission of implementing a financial stewardship model that promotes transparency, accountability and strategic alignment with equity and social justice values.

The BAG will work in partnership with the [Technology Advisory Group \(TAG\)](#) and will be supported by working groups to evaluate the budget process and, specifically, the technology aspects of the EvCC budget. The current TAG representative also serving on the BAG may provide updates from TAG meetings as appropriate during BAG meetings, and will take back any relevant questions that arise during BAG meetings to the TAG for review.

Article II. Equity Considerations

Our work is rooted in Equity and Equity-Mindedness, both part of the [EvCC Strategic Plan](#). These concepts will be reviewed and applied to all BAG work.

- **Equity** prioritizes the creation of opportunities for historically underrepresented students to have equal outcomes and access to educational programs that can close achievement gaps in student success and completion.
- **Equity-mindedness** is a way of thinking that calls attention to patterns of inequities in student outcomes or employee experiences, resulting in individual and institutional responsibility for advancing equity-achieving practices to impact success for all students and personnel.

As a Standing Committee of the Campus Council, the work we do will be reflective of the Campus Council Bylaws [Article III: Section 2: Equity-mindedness as Practice](#).

Article III. Membership

Section 1. Voting Members

Voting members are recruited once per academic year and include:

- Minimum 1, maximum 2 student representative(s)
- Minimum 1, maximum 2 faculty, if possible to include:
 - 1 faculty department chair representative
 - 1 associate faculty (noting that associate faculty would either receive additional compensation or volunteer their time to serve on the BAG)
- Minimum 1, maximum 2 classified employee representative(s)
- Minimum 1, maximum 2 exempt employee representatives, if possible to include:
 - 1 exempt represented employee
 - 1 exempt non-represented employee
- The following voting members may be additional or included in those listed above:
 - Minimum 1, maximum 1 additional to the above, who is a Diversity, Equity, & Inclusion (DEI) Division representative
 - Minimum 1, maximum 1 additional to the above, who is a representative from the Technology Advisory Group (TAG)

Section 2. Non-Voting Members

- Vice President of College Financial Services, or in the absence of this position being filled at the college, an interim or other College Financial Services officer
- Director of Budget and Grants or a similar representative from
- Executive Assistant to the Vice President of Finance and Vice President of Human Resources

Section 3. Guests

Guests such as subject matter experts (SMEs) may be brought in to share relevant agenda items with members, to fulfill subcommittee project roles, or for task-specific working groups. Guests and project-based SMEs will not have voting authority.

Section 4. Member Selection

Members will be recruited once per year in accordance with the procedure set forth by the [Shared Governance Committee](#).

Article IV. Roles and Responsibilities

Section 1. Member Responsibilities

- BAG membership is for a duration of two fiscal-academic years. If a member withdraws or resigns from the college prior to their term being fulfilled, another member will be selected during the annual membership selection process listed in Article III.
- BAG members should regularly attend and fully participate in meetings and discussions.
- BAG members should also contribute to a culture of transparency of budget

development work by sharing about progress toward goals and soliciting feedback at the department level, in order to bring this feedback to BAG, as constructive.

- BAG members will participate in strategies to help meet the goals of the annual budget development process. This may include participation in subcommittees or work groups

Section 5. Co-Chair Positions and Selection

The BAG will feature 2 co-chairs at a time, including:

- Vice President of College Financial Services
- Another BAG member nominated and selected through consensus or majority vote by current BAG members during the membership selection period listed in Article III for a duration of 2 academic-fiscal years. Another co-chair may be selected mid-year if the position becomes vacant.

Section 6. Co-Chair Responsibilities

- The BAG Co-Chairs serve as representatives on the Campus Council and are responsible for reporting out on committee activities and decisions through the Campus Council. If possible, at a minimum of 1 BAG Co-Chair will be in attendance of each Campus Council meeting. The Co-Chairs may elect to send an informed proxy to Campus Council when both cannot attend.
- The Co-Chairs are responsible for consulting with constituents to create and share meeting agendas and for scheduling and facilitating meetings.
- The Co-Chairs are responsible for scheduling meetings, and for both setting and soliciting feedback for the meeting agendas.
- The BAG is sponsored by the Vice President of Finance. This co-chair is represented in the BAG membership and they may report relevant committee updates directly to the EvCC president, the Leadership Team (LT), Board of Trustees (BOT), or community more broadly.

Article V: Committee Procedures

Section 1: Decision-Making

While the BAG exists in an advisory role, decision-making may occur to make formal recommendations to Campus Council or college leadership, or to adopt bylaws and work plans.

- Quorum for the BAG is defined as half of the current regular voting members (excluding the Vice President of College Financial Services)

- Voting members work to make decisions through consensus. If meeting over online video conference/Zoom, members will give reactions through the following:
 - green check-mark = a yae vote
 - red X-mark = a nae vote
 - cup of coffee = an abstention
- If consensus is not reached after three attempts, the issue will go to a majority vote. This is a reason why it is important for all members to endeavor to attend all BAG meetings.
- If there are not enough members to reach quorum at a BAG meeting, a majority vote will be made through online voting/polling. The poll will be emailed by the co-chairs at least 1 week prior to the next BAG meeting.
- In cases where majority vote results in a tie, the tie-breaking vote will be cast by the Vice President of College Financial Services.
- Guests will be invited on a per-meeting basis, and guests and non-voting members will not vote.

Section 2. Meetings

- Schedule: BAG meetings will be held once a month and will be scheduled and coordinated by the Co-Chairs. In some instances, for example during budget development, the BAG may meet twice per week.
 - Meetings will be held on the first Friday of each month, or the co-chairs by online poll the membership for a better time slot during the week if the first Friday is problematic.
- Agenda: The agenda will be posted via the Google Drive developed by the BAG Co-Chairs with input from EvCC constituents. The agenda will be shared to committee members via email and/or posted with the calendar meeting preferably 3 days ahead of each meeting date.
- Meeting Notes/Minutes: Meeting minutes will be taken by a Co-Chair or by the Executive Assistant of the Vice President of Finance, and shared with the committee Co-Chairs. These will be saved to the Google Drive and BAG Co-Chairs will share with members prior to the next Campus Council Meeting.

Article VI: Records and Reporting

Section 1. Record-keeping

BAG meeting agendas, minutes, plans, reports, and related documents will be kept in a [Google Drive](#) and will be shared to committee members and accessible to campus leadership.

Section 2. Reporting

How, and how often, will the Standing Committee report in writing to the EvCC Campus Council /EvCC campus community on its activities? E.g. Report-outs are made and captured during each Campus Council meeting. The Chair of the BAG (or delegate) will regularly provide “informational” reports on BAG activities and progress toward committee goals to the Campus Council.

Article VII: Evaluation

- At the end of each academic year, the BAG will review overall progress towards the BAG’s goals and adjust strategies and goals for the upcoming year, as needed.
- A report will be made to the Campus Council and provided to the Shared Governance drive after the conclusion of each fiscal-academic year.

Article VIII: Revision and Amendment of Bylaws

- The bylaws should be reviewed once a year during a standing BAG meeting as an official agenda item.
- The bylaws may be amended at any time by request of any of the current members, including voting members and non-voting members.
- Revisions will be voted on using the BAG’s approved decision-making process.
- A current version of BAG’s bylaws will be submitted to the Campus Council annually.