

**Queensborough Community College Academic Senate Committee on Bylaws
Meeting**

Thursday, January 5, 2012 at 2:00 PM in A-310

Minutes

Member Present: Bryn Mader, Linda Meltzer (Chair), Neera Mohess, Tian Ren (Secretary), Eileen Tittmann, Shannon Kincaid (Steering Committee Designee), Liza Larios (President's Designee).

Quorum present: Yes.

The agenda was approved.

The minutes of the October 28th, 2011 meeting were approved.

Bylaws of the Academic Senate Amendment Proposal

The committee reviewed the proposed insertion of "The Committee on Budget Advisement" into Article VII of the Bylaws of the Academic Senate. The role of this new committee on matters of the College budget was discussed and clarified. A motion was made to accept the proposed change. The motion was seconded and approved by a vote of 5-0. The Bylaws Committee recommended an insertion of a new Section 13 into Article VII Committees, with a renumbering of the remaining committees from 14-27, as follows:

Article VII,

Section 13. The Committee on Budget Advisement

The Committee on Budget Advisement shall consist of one (1) representative from the Steering Committee of the Academic Senate; one (1) representative from the Budget Committee of the College Personnel and Budget Committee/Committee of Chairs; one (1) representative from the Faculty Executive Committee; and one (1) representative from Student Government; and

The Committee on Budget Advisement shall:

- a. Meet, on at least a bi-annual basis, with the College's chief officer for Finance and Administration to discuss college budgetary matters;
- b. Serve in an advisory capacity to the President on matters of the College budget in its entirety including the Resource Allocation Process;
- c. Hold any college budget documents circulated in meetings as confidential;

- d. Report to the College Advisory Planning Committee (CAPC) and the Academic Senate concerning budgetary conditions, and any recommendations regarding the budget and/or the budget allocation process at Queensborough Community College

The meeting was adjourned at 2:50 PM.

Respectfully submitted,

Tian Ren, Secretary
Bylaws Committee of the Academic Senate