

Division of Business & Financial Affairs

Committees and Advisory Groups

1.0 PURPOSE

To establish a practice for the administration of committees and advisory groups where leadership responsibility falls within the Division of Business & Financial Affairs (BFA).

2.0 BACKGROUND

The President delegated to the campus vice presidents the administration of committees and advisory groups whose functions primarily support work within that division and are best suited to be administered within that same division, including the authority to appoint to membership.

3.0 OVERVIEW

The Vice President (VP) for Business & Financial Affairs has conducted a review of those division-specific committees and advisory groups to gauge effectiveness as CI continues to grow and develop.

3.1 Division of Business & Financial Affairs committees and advisory groups include :

3.1.1 Director of Special Projects

3.1.1.1 Business Continuity Planning Committee

3.1.2 Sr. Director, Planning, Design & Construction

3.1.2.1 Physical Master Plan Committee

Environmental Sustainability Task Force
Space Advisory Working Group

3.1.3 Associate Vice President for Human Resources

3.1.3.1 Staff Council

3.1.3.2 HR/Finance Group

3.1.4 Associate Vice President for Administrative Services

3.1.4.2 University Glen Advisory Group

3.1.4.3 Food Committee

3.1.4.4 Homeowners Advisory Council

3.1.5 Chief of Police

3.1.5.1 Emergency Operations Committee

3.1.5.2 University Safety Committee

Behavioral Intervention Team

3.1.6 Associate Vice President for Financial Services

3.1.6.1 HR/Finance Group

4.0 CITATIONS AND LINKS TO APPLICABLE STATE LAW, CSU POLICIES, ETC.

4.1 MEMORANDUM: Richard R. Rush, (groupshares (| | crate.csuci.edu) (G) >/Division of Finance & Administration>Administrative Directives>Section 00—Organization, Communications, and Information>AD00-1 BFA Committees and Boards

4.2 <http://www.csuci.edu/vpbfa/vp-business-and-financial-affairs/policies.htm>

5.0 PROCEDURES

5.1 Members of the division's committees, sub-committees and advisory groups are selected at the recommendation of the chairman of the committee and are approved by the VP for BFA. In some cases committees are formed according the Executive Order and members serve ex officio. In others it is the responsibility of the chairman to ensure that participants from other campus divisions and campus community members are selected according to their position, and participate through their tenure in that role at the University, or by appointment by other divisions.

5.1.1 The chairperson of each committee, under the umbrella of the BFA, is responsible for identifying a process whereby members are notified of their appointments.

5.1.1.1 The President is notified of any intent to appoint new community members from outside the campus.

5.1.2 The chairperson is responsible for orienting new committee members.

5.1.3 The chairperson of each committee is responsible for ensuring that vacancies are filled ex officio with the incoming or interim candidate, or with the public or private participants, as appropriate.

5.1.4 Recommendations for any change to the charge and purpose of committee/advisory groups /subcommittees will be submitted to the Vice President for BFA for consideration.

- 5.1.5 The committee/board chair is responsible for identifying and posting a calendar reflecting meeting dates well in advance and with sensitivity to the academic year's activities and membership availability
- 5.2 At least one faculty member and one student, and their alternates will participate with each of the division's committees.
- 5.2.1 Faculty and student members serve one-year appointments or as alternately assigned by the committee chairman.
- 5.2.2 The Academic Senate Executive Committee provides its faculty recommendations annually in September (primary and alternate) to the chairpersons of each committee.
- 5.3 Committees/advisory groups provide minutes to its membership following each meeting, with a copy distributed to the Vice President for Business & Financial Affairs and posted on an appropriate website.
- 5.4 An annual report is completed that reflects the committee/advisory group activities, including as they relate to the campus strategic plan.
- 5.4.1 The annual report also includes the committee/advisory work plan for the upcoming year.
- 5.4.1 Annual reports are due to the Vice President by July 15.
- 5.5 Communication:
- 5.5.1 Websites for each BFA committee/advisory group are linked from the VP's webpage. These links to include agendas, minutes, membership, work plan, annual report, and calendar.
- 5.5.2 The committee chairperson will be available to provide presentations of its annual report and/or updates to campus constituencies as requested.

6.0 CONTACTS

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REVISION TRACKING

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Review / Revision Approval History

Review Date	Reviewed By	Action (Reviewed, Recommended or Approved)
June 14, 2016	Pamela	Revised
August 2015	Pamela/Caroline	Revised

April 24, 2015 Pamela/Caroline New Administrative Detail