BYLAWS
President’s Cabinet

Article I. NAME, PURPOSE, AND POWERS
The Clover Park Technical College (CPTC) President’s Cabinet (Cabinet) is a decision-making body. While serving to enhance inclusion and communications within CPTC, it addresses matters of operations, planning, and budgeting. The Cabinet also provides leadership for strategic priorities, goal accomplishment, data analysis, and is essential for continued improvement.

Section 1.01 Role
a) Advise and make recommendations to the College President.
b) Collaborate and reach consensus on strategic priorities and college policy.
c) Provide a two-way forum for Shared Governance and transparency by inviting participation from and disseminating information with other institutional entities (Associated Student Government, College Assembly, etc.).

Section 1.02 Responsibilities
a) Monitor accreditation mission fulfillment using the core theme indicators as measurements of effectiveness.
b) Facilitate CPTC strategic plan implementation with ongoing evaluation. Ensure new initiatives and budget priorities are also aligned.
c) Ensure alignment and completion of departmental strategies with institutional objectives.
d) Recommend policy (to be developed by subcommittee).

Section 1.03 Source of Authority and Purpose
a) Northwest Commission on Colleges and Universities, Standard 2 (Resources and Capacity) of the Northwest Commission on Colleges and Universities (NWCCU) Standards for Accreditation, states that institutions in compliance should demonstrate an effective and widely understood system of governance with defined authority, roles, and responsibilities. Its decision making structures and processes make provision for the consideration of the views of faculty, staff, administrators, and students on matters in which they have a direct and reasonable interest (Standard 2.A.1).
b) The CPTC Trustees District Twenty-Nine observes the general statutes of the State of Washington and policies and regulations governing community and technical colleges approved by the State Board of Community and Technical Colleges. The CPTC Trustees’ duties and powers are prescribed in RCW 28B.50.100, RCW 28B.50.140 and RCW 28B.50.142.
c) The CPTC Trustees delegate all powers and duties listed in RCW 28B.50.140, except the authority to hire, set salary, or work conditions of a replacement President to the President of College District Twenty-Nine and these delegated powers and duties may be exercised by the President of the College.

Article II. APPOINTMENTS AND MEMBERSHIP
Invitations to serve on the Cabinet are given by the President and s/he shall appoint two officers (Chair and Vice Chair) to facilitate meetings and related activities. The total membership will be no more than 20 Director level or above administrators that represent ‘cross-college’ departments. Members serve an indefinite term and may be added or removed at the President’s discretion. An ad-hoc, non-voting seat will be reserved for any attendee from the College Assembly or the Associated Student Government, should either or both groups elect to send a representative.
Article III. DUTIES OF OFFICERS

Section 3.01 The Chair
(a) The Chair shall represent the Cabinet before all other groups; shall preside at all meetings of the Cabinet; shall direct the work of the Cabinet and the Cabinet’s standing and ad hoc committees in order to assure that the Cabinet’s statutory responsibilities are discharged; and shall perform such other duties as are prescribed in these Bylaws or assigned by the Cabinet.

Section 3.02 The Vice Chair
(a) The Vice Chair shall, at the request of or in the absence of the Chair, perform all the duties of the Chair.

Article IV. CABINET MEETINGS

Section 4.01 Meetings
a) The Chair shall annually present a schedule of no less than twenty four regular meetings during each calendar year with times and locations for approval by the Cabinet.
b) The meeting notice shall include a request for agenda items. Meeting agendas shall be prepared by the President, in consultation with the Chair. Discussions or actions may not be limited to the agenda but might include any business consistent with the statutory duties and powers of the Cabinet.
c) A regular or special meeting may be conducted in whole or in part by telephone or by other interactive modes of communication.
d) A special meeting may be called at any time by the Chair or upon request of the President.

Section 4.02 Conduct of Meetings
a) No formal Cabinet action may be taken without the approval of a majority of the members, which shall constitute a quorum. Voting is permissible by phone vote unless otherwise directed by the Chair.
b) Individuals desiring to address the Cabinet at a regular or special meeting should make requests in writing to either the Chair or President 24 hours prior to each meeting.

Section 4.03 Records of the Proceedings of the Cabinet
a) Minutes of each Cabinet meeting shall be approved by the Chair and distributed to each Cabinet member. Minutes shall be maintained in a form accessible to the public.

Article V. FUNCTION OF CABINET COMMITTEES

Section 5.01 Committees
a) Standing and Ad Hoc committees may be established and the Chair shall be an ex officio member.

Section 5.02 Standing Committees
a) The Chair may appoint members to each of the standing committees and shall designate the chair and vice chair. Each sub-committee chair shall determine makeup of each standing committee. In case of a vacancy on standing committees, the sub-committee chair shall appoint a new member.
b) Minutes of each sub-committee meeting shall be approved and signed by their chair and
distributed to each member before or at the committee’s next meeting. These minutes
must be approved by the Cabinet Chair and President before available for public
release.
c) The Cabinet has two Standing Committees (with associated work principles): Strategic
Planning Committee and Budget Committee:

1) **Strategic Planning Committee:**
   a) Interfacing with the College Assembly, ensure forward progress in accomplishing
      recommendation from the CPTC Strategic Plan.
   b) Assure integration of strategic and fiscal planning into CPTC’s continuous process,
      specifically its inclusion in the development of capital, technology, and educational
      projects.
   c) Systematically assess the effective use of CPTC resources and use the results of the
      assessments as the basis for making recommendations to the President.
      Strategic Planning Committee Working Principles
   d) Lead the strategic plan development and implementation process.
   e) Ensure that all reasonable channels of communication are available to internal
      constituencies for planning idea development.
   f) Review allocated resources based on established strategic priorities,
   g) Ensure a collaborative "top-down, bottom-up" planning process results in coherency
      among the ideas and strategies that develop.

2) **Budget Committee:**
   a) Advise the College President and College Assembly on fiscal impact of plans and
      recommendations.
   b) Ensure that the budget planning process is timely, accurate, participatory, and
      comprehensive.
   c) Review state budget allocations and their impacts on CPTC.
   d) Review tentative and final budgets for reasonableness of budget amounts and
      underlying assumptions.
      Budget Committee Working Principles:
   a) Decisions should keep students at the forefront.
   b) Assure that recommendations are evidence-based (data-driven, realistic, and
      feasible).
   c) Support a budget model that is transparent, timely, and objective.
   d) Promote broad CPTC stakeholder participation. Specifically:
   e) In cooperation with the College Assembly and Associated Student Government,
      provide constituents with an avenue for receiving budgetary information and
      providing input.
   f) Periodically evaluate the budget building process to ensure and promote its
      understanding to the entire CPTC campus community.

Section 5.03  Ad Hoc Committees
(a) Ad hoc committees may be created by resolution of the Cabinet. The members of an ad hoc
committee shall be appointed by the Chair, who shall also designate the chair of the ad hoc
committee. Ad hoc committees shall normally have a life not to exceed one year, unless
renewed for a specific additional period by the Cabinet or the Chair.

Article VI.  AMENDMENTS TO THE BYLAWS
(a) These Bylaws may be amended by a majority of the voting members of the Cabinet at any regular meeting of the Cabinet; provided, however, that no proposed amendment shall be ratified unless granted final approval by the President.