

DISTRICT-WIDE COMMITTEES

CLPCCD Planning and Budget Committee (PBC)

Open meeting and core representatives use a consensus decision-making process informed by the Guiding Principles of the IPBM process. Keeps and posts minutes on the web. This committee will meet monthly initially and then as appropriate.

- The Planning and Budgeting Committee (PBC) is part of the integrated planning and budget process which will ~~be implemented beginning in the spring term 2014 through the 2015 academic~~ **throughout the fiscal year.**
- At the end of the initial period, the process will be reviewed and evaluated, and any needed improvements will be put forward for review and adoption.

Charge:

- ~~1. Assess user knowledge/satisfaction of the district's planning & budgeting systems.~~
- ~~2. Discuss and make recommendations on district-wide budget policies (including the Budget Allocation Model) and issues related to academic, administrative, mandatory regulations, and security needs.~~
3. Establish an annual calendar for each step in the advisory process leading to decision-making that provides a clear structure and timeline by which the annual planning and budgeting integration process takes place.
- ~~4. Identify Recommend funding sources for district wide needs approaches that support shared priorities as they relate to student focused initiatives related to facilities, equipment, curriculum improvement, innovation and health and safety needs.~~
5. 4-1 Recommend funding sources for student focused initiatives that support the achievement of student success and enrollment targets.
- ~~6. Ensures College plans and budget requests are approved through the colleges' shared-governance process and are consistent with strategic and educational plans before being addressed at the PBC.~~
7. Review draft policy initiatives and considerations from the chancellor and the board and make recommendations on those before any significant action is taken by the chancellor.
- ~~8. Insure a coordinated planning approach across education, facilities, IT, fiscal, etc., resources and across colleges and initiatives.~~
9. **Assess the integration** policy, planning and budgeting across all major areas.
10. Recommend planning priorities across the colleges and district.
11. Make recommendations to the Chancellor and make recommendations on directives from the Chancellor.
12. Evaluate, discuss, and make recommendations on the District Strategic Plan, College Educational Master Plans, and Budget Allocation Model.
13. **Assess compliance with** accreditation standards related to planning and budget.
14. Regularly assess committee processes and use assessment results for continuous improvement.

Chairs (3): The Committee shall be chaired by the Vice Chancellor of Business Services, **along** with one faculty and one Classified Professional representative. **The Vice Chancellor of Business Services** is a facilitator and a non-voting member, unless there is a tie, and serves as a liaison to other district-wide committees. At the first meeting the faculty and Classified professional chairs will be elected **from the voting membership**, with attention given to the equal representation at all sites.

Voting Breakdown

1. **Change the Administrators at Large appointed by the Chancellor from 2 to 3, one from each site (Chabot, Las Positas and District Office)**
2. **Change the Classified Staff appointed by SEIU from 1 to 3, one from each site (Chabot, Las Positas and District Office)**

This voting membership gives equity to the campuses in voting broken down as follow:

8 votes for Chabot (2-Administrators, 3-Faculty, 3-Classified, 1-Student)

8 votes for Las Positas (2-Administrators, 3-Faculty, 3-Classified, 1-Student)

3 votes for District Office (1-Administrator, 2-Classified)

19 total votes

1 vote for Tie Break (Vice Chancellor of Business Services)

Core Representatives:

Administrators~~(4)~~: **(5)**

Appointed by President, Administrator, Chabot (1)
Appointed by President, Administrator, Las Positas (1)
Appointed by Chancellor, Administrator, At Large ~~(2)~~ District Office (1)
Appointed by Chancellor, Chabot (1)
Appointed by Chancellor, Las Positas (1)

Faculty ~~Academic Senate~~ (4):

Appointed by the Academic Senates, **Chabot (2)**
Appointed by the Academic Senate, Las Positas (2)

Faculty Association (2):

Appointed by the Faculty Association, **Chabot.**
Appointed by the Faculty Association, Las Positas (1)

Classified ~~Staff Senate~~-(3)

Appointed by the Classified Senates, **Chabot.**
Appointed by the Classified Senate, Las Positas (1)
Appointed by the Classified Senate, District Office (1)

Classified Union~~(4)~~ (3)

Positas

Appointed by the Classified Union, SEIU Local 1021, **Chabot**
Appointed by the Classified Union, SEIU Local 1021, Las
Appointed by the Classified Union, SEIU Local 1021, District Office

1. Students ~~Senate~~ (2)

Appointed by the Associated Students ~~Student Senate~~, **Chabot**
Appointed by the Student Senate, Las Positas

Key Performance Indicators for process

- **Regular assessment of committee effectiveness**
- ~~User~~ **Stakeholder** satisfaction survey based on a District-wide review of the CLPCCD planning and budget integration model
- ~~Results of pursuing external and internal funding sources~~
- **Provide transparent, broad-based communication and expanded knowledge** of the planning and budget process

Regularly Reviewed Information Items:

- Budget alignment with the colleges/district planning documents
- Targets/actuals for salaries, fringe benefit obligations and cost projections
- Enrollment management reports and cost impacts

Reporting/Recommending Responsibilities:

- Primary- CLPCCD Chancellor