

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 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 funding approaches that support priorities as they relate to student focused initiatives related to facilities, equipment, curriculum improvement, innovation and health and safety needs.
5. 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.
6. 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.
7. Insure a coordinated planning approach across education, facilities, IT, fiscal, etc., resources and across colleges and initiatives.
8. Integrate policy, planning and budgeting across all major areas.
9. Recommend planning priorities across the colleges and district.
10. Make recommendations to the Chancellor and make recommendations on initiatives proposed by the Chancellor.
11. Evaluate, discuss, and make recommendations on the District Strategic Plan, College Educational Master Plans, and Budget Allocation Model.
12. Coordinate compliance to accreditation standards related to planning, budget and assessment.
13. 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, one Faculty and one Classified Staff representative. Co-chairs will be elected at the first meeting of the committee, with attention given to the equal representation at all sites. The district co-chair is a facilitator and a non-voting member, unless there is a tie, and serves as a liaison to other district-wide committees.

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**Core Representatives:**

Administrators (4):	Appointed by President, Administrator, Chabot (1) Appointed by President, Administrator, Las Positas (1) Appointed by Chancellor, Administrator, At Large (2)
Faculty (4):	Appointed by the Academic Senates.
Faculty Association (2):	Appointed by the Faculty Association.
Classified Staff (3):	Appointed by the Classified Senates.
Classified Union (1):	Appointed by the Classified Union, SEIU Local 1021.
Students (2):	Appointed by the Associated Students.

**Key Performance Indicators for process**

- User satisfaction survey based on a district-wide review of the CLPCCD planning and budget integration model
- Results of pursuing external and internal funding sources
- Broader-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

## Planning and Budget Committee's Philosophy Statement

The Planning and Budgeting Committee (PBC) is committed to fair, **equitable**, transparent and consultative processes that produce budgetary recommendations in support of our central mission to educate students while maintaining district and college financial integrity and accountability.

The PBC makes decisions that reflect our institutional priorities:

- student learning,
- student success,
- completion of educational goals, and
- community engagement.

Resources will be distributed based on clear communication regarding available funding and the needs at each site. Ongoing assessment will evaluate how financial resources facilitate instruction and student support at all sites to improve resource allocation and institutional effectiveness.

In our committee processes, we practice clarity and civility by respecting our diverse viewpoints while making decisions that support the effective functioning of each college's and district's programs and services.