

## 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 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. Discuss and make recommendations on District-wide budget policies (including the Budget Allocation Model)
2. 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.
3. Recommend funding sources for student focused initiatives that support the achievement of student success and enrollment targets.
4. 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.
5. Assess the integration of policy, planning and budgeting across all major areas.
6. Recommend planning priorities across the colleges and District.
7. Make recommendations to the Chancellor and make recommendations on directives from the Chancellor.
8. Evaluate, discuss, and make recommendations on the District Strategic Plan, College Educational Master Plans, and Budget Allocation Model.
9. Assess compliance with accreditation standards related to planning and budget.
10. 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; the Vice Chancellor of Business Services also 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

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

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

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

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

19 total votes

One (1) vote for tie break (Vice Chancellor of Business Services)

Core Representatives:

Administrators:(5)

Appointed by President, Chabot (1)  
Appointed by President, Las Positas (1)  
Appointed by Chancellor, Administrator, District Office (1)  
Appointed by Chancellor, Chabot (1)  
Appointed by Chancellor, Las Positas (1)

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 (1)  
Appointed by the Faculty Association, Las Positas (1)

Classified Senate-(3)

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

Classified Union-(3)

Appointed by the Classified Union, SEIU Local 1021, Chabot (1)  
Appointed by the Classified Union, SEIU Local 1021, Las Positas (1)  
Appointed by the Classified Union, SEIU Local 1021, District Office (1)

Student Senate (2)

Appointed by the Student Senate, Chabot (1)  
Appointed by the Student Senate, Las Positas (1)

Key Performance Indicators for process

- Regular assessment of committee effectiveness
- Stakeholder satisfaction survey based on a District-wide review of the CLPCCD planning and budget integration model
- Provide transparent, broad-based communication of the planning and budget process

Regularly Reviewed Information Items:

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

Reporting/Recommending Responsibilities:

- Primary- CLPCCD Chancellor