

Peralta Community College District
Recommended Improvements to PBIM Structure

RECOMMENDATION	GOAL	STATUS	COMMENTS
Clear requirements for committee approval of various projects	IE		
Clearly defined charges for District committees	IE		
Agenda development in advance with the co-chairs	IE		
Shorten steps to expedite a process	IE		
Professional development training for all committee members on Roberts Rules, facilitating meetings, and shared governance	IC		
Establish realistic and measurable timelines for decisions and communications	IE		
Expectations clearly defined for each Committee	IE		
In Fall, identify what the colleges need/data for the evaluation of committees	IE		
Clear defined mission, outcomes, and timeline with clear institutional objectives annually	IE		
Develop an organizational chart, post to website and in PBIM Manual	IE		
Follow up on action items	IE		
Strict adherence to agenda	IE		
PBIM Calendar reconciled with campus governance calendar	IE		
Identify required documentation and preparation required to forward documents to other committees for support and/or approval	IE		
Merge committees to reduce number of meetings	IE		
Update PBIM Manual	IE		
Brief report out from college level subcommittees	IC		
Representatives on committees report back to college committees	IC		
Use technology to maintain a repository of information for each committee (listservs, SharePoint, Board Docs)	IC		
Common agenda and minutes template	IC		
RECOMMENDATION	GOAL	STATUS	COMMENTS

Key - IE= Improve Efficiency; IC= Improve Communication; X= In Progress; O= Needs to be Addressed

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Recommended Improvements to PBIM Structure

Share widely annual action plans for committees (develop monthly updates publication on progress)	IC		
Shared calendar	IC		
Members of PBIM committee report back to college councils	IC		
Delineate information items and action items clearly on agenda	IC		
Clear expectation from committee members at time of commitment	IC		
Review pertinent information prior to meeting to enable decisions to be made quickly	IE		
Integrating various projects into the committees goals and calendar for the year (e.g. 5-year plan, accreditation)	IC		
Structured report out	IC		
Chairs meet quarterly to consolidate committee reports	IC		
Centralized posting of agendas and docs	IC		
Representation on each committee to have reports shared out or in-person updates	IC		
Re-assess membership	IE		
Monthly PBIM Summary	IC		
Utilize proper technology tools to communicate with everyone	IC		
Create a standard report-out template	IC		
Develop recruitment calendar, inform community of vacancies	IC		
Ensure Student Representation	IE		
Define routing process for information, and requests to and from the colleges	IC		
Establish a procedure to improve cross communication (college to district, district to college, college to college)	IC		
Clearly define Goals and Action on the agenda; brief report out on goal accomplishment during meeting	IC		
Committee members listen and engage	IC		

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Activity One	PBIM Committees					
	District Facilities Committee	District Technology Committee	District Academic Affairs And Student Services Committee	Planning and Budgeting Council	Participatory Governance Council	Planning and Budgeting Integration Model (PBIM)
What is working well with your committee? And the PBIM model?	<ul style="list-style-type: none"> Regular attendance Opportunities to communicate widely Joint collaboration meetings Representation from different constituent groups (Classified, Faculty, Administrators, Students) Good introspection Engaged, lively conversation FTMP created and Board approved Meets regularly Staff support Common agenda format 	<ul style="list-style-type: none"> FTMP created and Board approved Meets regularly Focused problem solving of specific issues Staff support Good communication between Laney Technology Committee and District Technology Committee Efficient report-outs from college IT directors + district directors Meet quorum because committee is small Common agenda format 	<ul style="list-style-type: none"> All inclusive committee Covers major activities (planning, budgeting, resource allocation, evaluation) College faculty have seen PBIM communication via FAS or Announcement Participants are dedicated 	<ul style="list-style-type: none"> Open discussion Collaborative efforts; various constituent groups represented Attendance (on Friday's) Each member committed to goals Communication: minutes, meeting reminders, calendar invites, etc. Notes/Agendas High level of engagement Five-year plan - committees came together to meetings and got it done Well attended 	<ul style="list-style-type: none"> Emails, communication Proper documentation; minutes, agenda Committed members (overall robust participation) Better information flow from previous years Concept of Joint meetings Level of participation Consistent faculty co-chair 	<ul style="list-style-type: none"> Setting/tracking goals Appropriate committees in place with process Common format (e.g. IT plan, enrollment management) Covers major activities (Planning, Budgeting, Resource Allocation, Evaluation) Better information flow from previous years Concept of joint meetings

PBIM Committees							
Activity Two	District Facilities Committee	District Technology Committee	District Academic Affairs and Student Services Committee	Planning and Budgeting Council	Participatory Governance Council	Planning and Budgeting Integration Model (PBIM)	
<p>What improvements could be made to your committee? And the PBIM model?</p>	<ul style="list-style-type: none"> Lack of representation Too much time on one campus issue Timely use of agenda Reports from scheduled maintenance Delivery of meeting minutes; not enough time to review Collect feedback from community on draft minutes No webmaster Execution of IT/ Facility roles of committees Clearly define who's responsible for what Follow up communication Timely review of agenda Delivery of meeting minutes Better utilization of available tools (technology) Budget for facilities FTMP and District Standards are missing Resolve/clarify technology/facilities roles of committees Consistency of meeting Room for feedback Representation (admin, classified) Capture of meeting minutes Setting goals and tracking them Better communication from DG 	<ul style="list-style-type: none"> Providing meeting minutes with enough time for review Improve agenda development Communication across existing "silos" Time management issues (e.g. EMP, FMP, review approved Integrated Plan) Small committee, but it has big responsibilities and a large amount of work, perhaps subcommittees (work groups) are needed for tech. planning Expand membership to include DFC + PBC reps to provide report outs (brief) monthly Execution of IT/ Facility roles of committees Better utilization of available tools (technology) Budget for IT Communication/marketing committee -> where does this fall or fit in? Resolve/clarify technology/facilities roles of committees 	<ul style="list-style-type: none"> Turns into a report-out body without connecting to PCCD and College Goals Membership needs review Lack of clear purpose and focus How often? Who leads it? How can decisions be made? Start year with targeted goals for all committees (e.g. guided pathways) No student reps at all Slow process for approving items Poor communication on committee purpose of work across colleges Setting goals took up 0.5 a year Need training on Roberts Rules to participatory procedures 	<ul style="list-style-type: none"> Membership expanded to include Budget Director at Colleges Improve communication with BAM subcommittee More focus on the agenda Set clear goals at the beginning of the year Action items, follow up, and follow through (each meeting) Decision makers need info from "experts" to help understanding (CBO's) Program Review, lack of institutional data and research resources Clear districtwide planning approach aligned with colleges & calendars Follow Budget Calendar (budget procedures too late) 	<ul style="list-style-type: none"> Ensure diverse and equitable representation (Classified, Students, All Colleges) Develop a clear organizational chart; a clear decision making process Define the routing process Develop a mechanism for reporting; cross-committee communication Stay on agenda, meetings not task oriented, action items, follow up and follow through (each meeting) Establish clear goals Develop a committee report out form template (or standard communication) Create recruitment schedule (clearly communicate vacancies, and opportunities to join) Calendar, coordinate meetings for budget/accreditation development process more student participation Calendar Joint meetings, F19 before Thanksgiving Clarify the process, what is it? Hierarchy not clear Need to address flow and charge of committees Clear reconsider and review the membership 	<ul style="list-style-type: none"> Follow the model Staying on track with the agenda(s), improve facilitation Develop community agreements for participation Follow budget development calendar Maintain focus on Charge *Big Picture* Re-assess membership (i.e. ensure equity in representation) Consistent reports from all governance subcommittees Monthly PBIM Summary Note taking, document control Resolve IT/FAC roles (interface) Common agenda format Coordinate communication between colleges and departments Doesn't work well for broad and general strategic areas (full representation from all colleges have not been brought in for all PBIM Committees) Action steps for full implementation Revise to connect PBIM purpose and goals to Board Repositories for each committees and documents and summaries Zoom meetings to incentivize student + other participation Increase training Report out with a newsletter Focus (work needs to be connected with District & College goals and objectives) Start year with targeted goals for all committees (e.g. guided pathways) Clear roles and responsibilities/accountability Adjunct not always aware of how to join or 	<ul style="list-style-type: none"> Not clear calendar for goals/work Not clear follow up to actions/decisions Meetings not task oriented, only discussion Clearer understanding of how budgets are developed Process to review changes (tentative to final) Resolve conflicts with college autonomy (local decisions impact the whole) Provide info earlier for meetings (agenda review) Clearly communicate vacancies Establish calendar; combined meetings for budget and accreditation development processes More student participation Revisit whether PGC & PBC be merged Assessment of decision making recommendations or inconsistencies of processes Too many members in several committees College committee agenda/concerns do not get communicated/resolved at district PBIM) Develop a clear organization chart

- Less meetings (consolidation of meetings); more efficient meetings; and proper facilitation of meetings
- Appropriate District and colleges representation and clarity of roles
- Professional development for new and old committee members
- Realistic and measurable timeline for decisions and communications
- Clear committee charges, agendas, and supporting documents
- Members be prepared for each meeting
- Meeting facilitation must be strong, sometimes rotated
- Set a time to make a decision
- Strong facilitation is needed
- Expectations of the committees (common understanding, training for committee or on-boarding)
- Circa early 2000's, the PBIM was the response to an accreditation recommendation/identifying resources & planning (i.e. institutional strategic goals, institutional objectives)
- In Fall of each year, identify what the colleges need/data for the evaluation of committees
- Good communication
- Have each committee evaluate purpose/action items
- Clear defined: mission; outcomes; and timeline with clear institutional objectives annually
- Need outside evaluator to evaluate the PBIM structure
- Follow up to action items
- Defining progress
- Strict adherence to agenda
- Effective use of subcommittees
- Agenda development in advance with the co-chairs
- PBIM Calendar reconciled with campus calendar
- Identify required documentation and preparation when committees forward documents for support/approval
- Strategic scheduling of meetings to allow time to review
- Advance scheduling of meetings and development of master calendar
- Appoint communicators at each college

- Merge committees to reduce number of meetings
- Create action minutes to reduce reporting
- Clear goals with timelines and agenda items ready ahead of time
- Rotation of committee members attending meetings
- Utilize proper technology tools for communicating with everyone
- Establish realistic and measurable timelines
- Review pertinent info prior to meeting to enable decisions to be made quickly
- Solutions oriented/minded
- Demonstrate flexibility
- Meeting facilitation must be strong, sometimes rotated
- Reduce redundancy to zero
- Website updated with up-to-date organization chart
- Narrow focus for joint collaborations
- Clear goals
- Merge committees to reduce number of times committees meet back to back
- Brief report out from subcommittees college level
- Clearly defined committee charges
- Align calendars to ensure things get done
- Address a problem, take an action
- Inform whole district community on committees and what is required
- Build trust
- Follow through
- Clear instructions
- Build relationships
- Recognize success
- Report out
- Accountability
- Transparency
- Top down vs Bottom up vs Middle
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Recommendations to Improve PBIM Communication

- Concentrated, concise, and accurate information
- Use Tech (listservs, SharePoint, etc.)
- Use meetings to solve problems or make action, not to share information
- Provide trainings in technology communication skills; and meeting facilitation
- Make website user friendly
- Use common minutes template
- Timeframe for updating meetings, notification of meetings
- Define routing process for information, and requests to and from the colleges
- Committee representatives to be accountable for reporting out
- What are expectations for communicating committee actions, recommendations and timeline
- Having a consistent repository for information
- Understanding the charge of committees
- Establish business process to improve cross communication (college to college, college to district)
- Maintain a repository in Canvas or SharePoint of documents for each committee to assist with communication
- Share widely annual action plans for committees (develop monthly updates publication on progress)
- Identify trends, support needs
- Goals/action on agendas, brief report out on accomplishing at least one goal each meeting
- Have members sit in on other committees
- Centralized posting of agendas and docs
- Shared calendar
- Balancing group membership with ability to achieve quorum
- Focused committee purposes that lead to specific tasks work being accomplished
- Work towards better buy-in from stakeholders to participate and achieve action
- Members of PBIM committee report back to college councils
- Share concise and accurate information
- Delineate information items and action items clearly on agendas
- Create online shell and up to date website info for committees
- Clear expectations from committee members at time of commitment
- Structured report out/communication training
- Clearly defined, "agreed" objectives
- Utilize proper technology tools for communicating with everyone
- Establish "realistic" and "measurable" timelines
- Review pertinent information prior to meeting to enable decisions to be made quickly
- Solutions oriented/minded
- Demonstrate flexibility
- Focus meetings on action items
- Develop organized report outs on Board Docs, draft reports, plans
- Fewer special meetings, take responsibility for membership
- Report final results to campus
- Listen and engage
- Integrating various "crisis" issues into the committees goals and calendar for the year (e.g. Five-year plan, accreditation)
- Chairs meet quarterly to consolidate report
- Representation on each committee to have reports shared out or in-person updates