

Peralta Community College District



**Planning and Budgeting Integration Model
(PBIM)
Manual**

Approved by the PCCD Planning and Budgeting Council

On 8-17-17

Reviewed by PBIM Assessment Committee (4/18)

REVISED DRAFT

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Peralta Community College District Mission Statement

We are a collaborative community of colleges. Together, we provide educational leadership for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We empower our students to achieve their highest aspirations. We develop leaders who create opportunities and transform lives. Together with our partners, we provide our diverse students and communities with equitable access to the educational resources, experiences, and life-long opportunities to meet and exceed their goals. In part, the Peralta Community College District provides accessible, high quality, educational programs and services to meet the following needs of our multi-cultural communities:

- Articulation agreements with a broad array of highly respected Universities;
- Achievement of Associate Degrees of Arts and Science, and certificates of achievement;
- Acquisition of career-technical skills that are compatible with industry demand;
- Promotion of economic development and job growth;
- Foundational basic skills and continuing education;
- Lifelong learning, life skills, civic engagement, and cultural enrichment;
- Early college programs for community high school students;
- Supportive, satisfying, safe and functional work environment for faculty and staff; and
- Preparation for an environmentally sustainable future

I. PLANNING AND BUDGETING INTEGRATION MODEL (PBIM)

Introduction

This manual provides a description of the Peralta Community College District's Planning and Budgeting Integration Model (PBIM) and its By-laws in accordance with the Board Policies and Administrative Procedures of the District and ACCJC Standards and Policies.

Background

The PBIM utilizes a participatory governance model for operational planning and resource allocation that integrates the four key elements of the strategic planning cycle district-wide:

- Planning
- Budgeting
- Resource allocation
- Evaluation

PBIM relies upon its strategic planning processes as the foundation for integrating planning and budgeting. Strategic planning includes the District Strategic Plan and planning for Academic Affairs, Student services, Facilities, Information Technology, Human Resources, Enrollment Management, and Fiscal Resources.

The Colleges, working in partnership with the District Service Centers, have the primary responsibility for developing educational and resource plans that meet the needs of students.

This model is based on Board Policy 3250 and Administrative Procedure 3250 (Institutional Planning) which defines and clarifies district-wide processes for developing recommendations leading to decision-making. The first PBIM was developed and implemented in 2009 to assure that the four Colleges and District Service Centers establish an integrated planning and resource allocation system, which is continuously evaluated, and to provide a clear process for evidence-based decision making. In 2014, the PBIM was evaluated and additional enhancements were made to improve the PBIM. In May 2016, Chancellor Laguerre proposed modifications for further refinement of the Model. A PBIM Review Committee was formed to review and evaluate proposed amendments and make recommendations for improvement. The PBIM Review Committee consisted of representation of faculty, classified professionals, and administrators from the Planning and Budgeting Council (PBC), and the District Accreditation Liaison.

Purpose

The purpose of the PBIM is:

1. To align the existing integrated planning structure(s) with the District-wide Mission and Strategic Plan to incorporate the planning priorities of all four Colleges (College of Alameda, Berkeley City College, Laney College and Merritt College) to improve student learning and achievement;
2. To assure that District operations are understandable to all constituents and to continue to evaluate and refine delineation of functions between the Colleges and the District Service Centers;
3. To assess the overall effectiveness of District Service Centers to the Colleges and to enhance operations and decision-making;
4. To broaden dialogue and strengthen district-wide structures to improve student success
5. To implement an enhanced advisory process leading to decision-making that ensures consistent, **documented** communications between the Chancellor and PBIM Committees;
6. To provide and utilize data to ensure a consistent and transparent advisory process for decision making, and,
7. To facilitate collaboration between the Colleges and the District Service Centers.

Goals

The goals of the PBIM are:

1. To integrate planning and resource allocation across the four Colleges and District Service Centers;
2. To bring the expertise of the four Colleges together to focus on trends, best practices, and student learning and success;
3. To support a culture of collaboration and to streamline decision making among the Colleges and District Service Centers, and,
4. To implement the District's Mission, Strategic Goals and Institutional Objectives.

Support for Accountability

PBIM has in place appropriate accountability measures to ensure the integrity and credibility of planning and budgeting integration. The accountability measures are listed below:

1. The District administration will provide support for the PBIM committees. This includes providing appropriate professional development, technical support (e.g., research, policy) and support for taking and posting minutes;
2. All PBIM committees will be action-focused and produce measurable outcomes;
3. All PBIM committees will provide a written agenda and written minutes. All adopted agendas and minutes will be posted on the District Website within one

week of any scheduled PBIM meeting; All PBIM committees will perform an annual, written evaluation of District and College Goals and Objectives and an annual evaluation of the effectiveness of the overall PBIM functionality;

4. The PBIM does not supersede the right of bargaining and participatory governance constituencies to make recommendations; and,
5. Written reports will be provided to appropriate PBIM committees, to include annual recommendations for refinement/improvements.

II. OVERVIEW OF DISTRICT-WIDE PBIM ADVISORY COMMITTEES

The PBIM is an integrated district-wide planning and resource allocation advisory model comprised of seven primary advisory committees:

Participatory Governance Council (PGC)
 Planning and Budgeting Council (PBC)
 District Academic Affairs and Student Services Committee (DAASSC)
 District Facilities Committee (DFC)
 District Technology Committee (DTC)
 District Enrollment Management Committee (DEMC)
 District Technology and Facilities Conference Committee (DTFCC)

All PBIM committees receive recommendations from the Colleges and the District Service Centers and from these various recommendations, make final recommendations to the Chancellor through the Participatory Governance Council.

The PBIM Committees have the following common goals:

1. Use a District-Wide Perspective

A district-wide perspective is used to make decisions that coordinate the Colleges' strengths.

2. Use Shared Agreement to Create Collaborative Solutions

The participatory governance decision making model will support the Mission of each College.

3. Ensure Consistent Committee Engagement

Committee members are expected to attend all meetings.

If a member misses three meetings, the Chair of the committee will request a replacement.

There are no "substitutes" for committee members, the rationale being to ensure consistency in decision-making. All appointments are for one year, including those that are by position. All positions should be affirmed annually.

4. Ensure Commitment to Process and Meeting Effectiveness

The PBIM committee meetings will start and end on time and adhere to well-designed agendas.

5. Adhere to the Annual Integrated Planning and Budgeting Calendar

Each committee will perform its responsibilities according to the timelines set in the integrated planning and budgeting calendar.

6. Provide Ongoing Two-Way Communication

The PBIM process is structured around two-way communication:

between the Colleges and the PBIM Committees;

between the PBIM Committees and the Planning and Budgeting Council;

between the Planning and Budgeting Council and the Participatory Governance Council, and,

between the Participatory Governance Council and the Chancellor.

7. Maintain a Transparent Process

PBIM **Committee/Council** meetings are open, with opportunities provided for public comment. Draft minutes will be published and distributed within two weeks following each meeting and adopted at the subsequent meeting. Committees use a variety of methods to obtain additional dialogue and communication, for example, inviting presenters, making site visits, holding listening sessions, meeting at the Colleges, etc.

8. Ensure the Official Advisory Capacity of the PBIM

The role and responsibility of the District PBIM Committees/Councils is to support the Mission of each College and the District and to implement **the PBIM Committees/Councils Goals and** the District Strategic Plan. Specifically, the PBIM Committees/Councils will adhere to the following principles:

- a.) To use Program Reviews and Annual Program Updates (APUs) in making decisions that improve student success;
- b.) To seek collaborative solutions that utilize resources on a district-wide basis;
- c.) To ensure consistency between College requests and existing approved projects and to identify opportunities for college-to-college collaboration when resource sharing could be useful;
- d.) To ensure that District operations are understandable to all constituents;
- e.) To broaden dialogue and to strengthen district-wide structures that ensure consistent communication between the Chancellor and the PBIM Committees;
- f.) To provide and utilize data to ensure a consistent and transparent advisory process for decision making;

g.) To provide written reports to appropriate PBIM Committees/Councils; and,

h.) To ensure that only formally appointed committee members may participate in official committee deliberations and decision-making. Visitors can speak to an agenda item when recognized by Committee/Council Chair(s).

PBIM Committees and/or Councils

The PBIM is comprised of integrated district-wide planning and budget advisory committees that receive planning priorities from the Colleges and make recommendations to the Chancellor. The PBIM Committees/Councils support the Colleges to coordinate their efforts and to resolve district-wide issues; provide expertise in their respective areas by including College representatives with relevant knowledge, responsibility, and experience, and develop district-wide recommendations that best serve students and the community using evidence-based processes and criteria. The designated PBIM Committees/Councils are:

Participatory Governance Council (PGC)

Planning and Budgeting Council (PBC)

District Academic Affairs and Student Services Committee (DAASSC)

Subcommittees: Distance Education Committee and Career Education Committee

District Enrollment Management Committee (DEMC)

District Facilities Committee (DFC)

District Technology Committee (DTC)

District Technology and Facilities Conference Committee (DTFCC)

All PBIM Committees/Council Chairs shall submit annual (1-2 page written) reports to the Chancellor, to include an assessment of Committee/Council goals and a review/affirmation of Committee/Council charge and membership.

Participatory Governance Council (PGC)

The District Participatory Governance Council will serve as the primary district-wide advisory review body pertaining to major participatory governance issues affecting the Peralta Community College District and will assure the broad dissemination of information to constituent groups. All District PBIM Committees report to the District Participatory Governance Council. Specifically, the District Participatory Governance Council will:

1. Advise the Chancellor on matters referred by the respective Colleges and/or other standing Councils or Committees;
2. Advise the Chancellor on matters relating to the development or revision of Board Policy/District Administrative Procedures;
3. Review and make recommendations regarding the ongoing implementation of and ongoing assessment of the District's Strategic Goals and Institutional Objectives;
4. Advise the Chancellor on district-wide operational targets and goals to achieve the District's Strategic Goals and Institutional Objectives;
5. Review and make recommendations regarding PCCD's integrated improvement plans to achieve the District's Strategic Goals and Institutional Objectives;
6. Review and make recommendations regarding the progress and effectiveness of PCCD's integrated improvement plans;
7. Assure collaboration among the Colleges to address and maintain Accreditation Standards;
8. Identify district-wide issues for discussion and follow-up, and make referrals to other PBIM Committees;
9. Review and update, as needed, delineation of functions between the District Service Centers and the four Colleges;
10. Review and make recommendations regarding advocacy of community college issues at the local, state, and national levels; and,
11. Monitor and evaluate the overall effectiveness of PBIM.

Planning and Budgeting Council (PBC)

The Planning and Budgeting Council (PBC) receives and reviews recommendations that have been forwarded from the PBIM committees and makes final recommendations to the District Participatory Governance Council. Recommendations include educational and resource priorities, Board Policies and Administrative Procedures, and new initiatives. The PBC will:

1. Affirm consistency with strategic and educational plans;
2. Recommend a coordinated, district-wide planning approach;
3. Recommend a prioritization of plans across subject areas and the four Colleges;
4. Identify funding approaches to support priorities;
5. Provide oversight on the implementation of the Strategic Plan.
6. Track recommendations and determine whether the recommendations are implemented including any modifications, or if the recommendations are not implemented, the reasons for not being implemented;
7. Ensure accountability in district-wide planning by determining whether the agreed upon steps in the process were followed; and,
8. Make recommendations to the District Participatory Governance Council and to the Chancellor for alternative uses of unrestricted revenue.

District Academic Affairs and Student Services Committee (DAASSC)

The DAASSC serves to coordinate district-wide instructional goals and student support services to promote student success, sustain academic quality, and to continuously evaluate and make improvements. This Committee ensures the broad dissemination of information to constituent groups. DAASSC makes recommendations to the Planning and Budgeting Council (PBC) to:

1. Review issues and make recommendations pertaining to academic affairs and student services across the four Colleges.
2. Seek collaborative solutions that use resources across the Colleges and District Service Centers;
3. Ensure consistency among College **processes**;
4. Coordinate and monitor the effectiveness of academic affairs and student services policies and procedures;
5. Stay current on legislative and regulatory proposals and new funding streams that may impact College and district-wide programs;
6. Use a systems approach to ensure optimal capacity and to avoid redundancy of effort; and,
7. Help to establish new services, as needed, among the Colleges pertaining to instruction and student services.

Designated Academic Affairs and Student Affairs Subcommittees:

The following subcommittees of the District Academic Affairs and Student Services Committee plan, discuss, and provide recommendations according to discipline and/or support service related matters. The following subcommittees are officially designated:

Career Education Committee **(formerly Career and Technical Education)**

The district-wide Career Education Committee represents CE faculty, administrators, and students throughout the Peralta District.

The mission of the district-wide CE Committee is to assist the DAASSC to support the development and success of Career (technical) Education programs that will enrich the community through providing well-trained, self-directed workers with rewarding careers and develop well-educated lifelong-learners with fulfilled educational goals.

The district-wide CE Committee advises the DAASSC on CE budget needs, technology needs, laboratory and classroom furniture, facilities, equipment and maintenance needs. In addition, the District-wide CE Committee's role includes, but is not limited to:

1. Advising the Peralta District community of workforce needs, with the focus to ensure the participation and success of underserved populations;
2. Providing leadership in developing institutional systems and programs to meet those needs;

3. Promoting and supporting quality CE Program practices;
4. Recommending improvements to procedures and systems that will improve student access to and success in CE programs;
5. Assessing methods that increase recruitment, enrollment, retention, and job placement;
6. Offering support for CE programs during periods of enrollment fluctuations;
7. Facilitating grant development and approval processes in order to meet deadlines;
8. Working with the District and four Colleges to determine appropriate enrollment caps; and,
9. Facilitating support needed by CE faculty in developing and maintaining innovative and up-to-date program development.

Distance Education Committee

The Distance Education (DE) Committee will provide a PCCD Online Initiative that aligns with Distance Education Guidelines proposed by the Chancellor's Office of the California Community Colleges.

The Distance Education Committee, in collaboration with the District Academic Senate, will make recommendations to the DAASSC to ensure implementation of PCCD DE policies and procedures. As part of this process, the DE Committee will develop metrics to assess student performance outcomes and track other related student data. Milestones will be developed and the plan will be monitored on a regular basis.

Furthermore, the Distance Education Committee will make recommendations to the DAASSC related to:

1. Policies and procedures for enhancing faculty teaching and student learning in online education;
2. District-wide communications pertaining to Distance Education policies, procedures, and standards for teaching online classes;
3. Adherence to consistent standards for online courses;
4. Development of specific student success support strategies for online learning;
5. Evaluation of the learning management system and course evaluations;
6. Collaboration with the appropriate constituencies, such as the District Academic Senate (DAS), the District Academic Affairs and Student Services Committee (DAASSC), and the Peralta Federation of Teachers (PFT);
7. Evaluation of current District and College administrative structures to best support the delivery of distance education;
8. Adherence to ACCJC Distance Education Standards and Policies; and,
9. Other areas of relevance to Distance Education.

District Enrollment Management Committee (DEMC)

The Enrollment Management Committee ensures that each College has in place an effective plan for recruiting, expanding, and maintaining its student enrollment, as well as advising the four Colleges on issues of class scheduling. The Committee will work with each College and PBIM committees to develop and to implement each College's Enrollment Management Plan. This committee will assure the *broad* dissemination of information to constituent groups. Specifically, the District Enrollment Management Committee will:

1. Support collaborative activities that ensure student success in the spirit of "Moving In, to Moving Through, and Moving On;"
2. Review existing marketing and outreach plans and projects from all four Colleges and recommend changes, as needed;
3. Develop short term and long-term enrollment management goals;
4. Conduct research and continuously evaluate data related to effective enrollment management;
5. Clarify delineation of functions and roles and responsibilities pertaining to enrollment between the District Office and the four Colleges; and,
6. Identify issues requiring follow-up and/or referral within PBIM.

District Facilities Committee (DFC)

The District Facilities Committee serves in support of College and District-wide facilities needs through an ongoing review of available resources and planning priorities, and implementation of the District Facilities Master Plan.

The DFC serves to advise the District Service Centers and Colleges on the resolution of overall facility maintenance needs, to include deferred and preventive maintenance, and reviews all plans and make recommendations pertaining to the construction, remodeling, and/or reassignment of existing facilities. Specifically, DFC serves to:

1. Review issues and make recommendations pertaining to Facilities at the District Service Centers and across the four Colleges;
2. Communicate constituent Facility needs for District Service Centers and Colleges;
3. Disseminate District Service Centers and College Facility plans across the four Colleges;
4. Seek collaborative solutions that use Facility resources across the Colleges and District Service Centers; and,
5. Stay current on legislative and regulatory proposals and new funding streams that may impact College and district-wide programs.

District Technology Committee (DTC)

The District Technology Committee supports College and District-wide technology needs through an ongoing review of available resources and planning priorities, and implementation of the Informational Technology Plan.

The DTC serves to advise the District and College on the needs of the user community and to disseminate information to constituent groups. Specifically, DTC serves to:

1. Review issues and make recommendations pertaining to IT services at the District Service Centers and across the four Colleges;
2. Communicate constituent IT needs for District Service Centers and Colleges;
3. Disseminate District Service Centers and College IT plans across the four Colleges;
4. Seek collaborative solutions that use IT resources across the Colleges and District Service Centers; and,
5. Stay current on legislative and regulatory proposals and new funding streams that may impact College and district-wide programs.
6. Serve as an advisory council to ensure timely and well tested upgrades to computer systems.

District Technology & Facilities Conference Committee (DTFCC)

The District Technology and Facilities Conference Committee (DTFCC) is a standing committee that will meet on an “as needed” basis. Membership is comprised of DTC and DFC Chairs, a District budget administrator, along with appropriate subject matter experts, as needed, to ensure the integration of technology and facility decisions. When a decision is made, the recommendation is to determine feasibility of the budget and then refer the recommendation to the Planning and Budgeting Council (PBC). The DTFCC may make recommendations pertaining to technology and facility services referred by the District Service Centers, the respective Colleges, and/or other standing Councils or Committees to the District Participatory Governance Council. The charge will be to:

1. Make recommendations on matters relating to the development of new policy, policy review, and the implementation of policies and procedures pertaining to technology and to facilities;
2. Review and make recommendations regarding the ongoing implementation and assessment of the District’s technology and maintenance goals and objectives;
3. Review and make recommendations related to capital outlay (e.g., equipment and deferred maintenance); and,
4. Identify issues for discussion, follow-up and/or referral to appropriate PBIM Committees.

III. BYLAWS OF PBIM

Operating Principles

1. **Committee/Council Engagement:** Committee/Council members are expected to attend all Meetings.

Quorum is represented by “50% of the membership plus one” of the total membership with at least one representative from each College. A committee member may have no more than two absences in an academic year. There are no “excused” absences. When a member has two absences (the reason is not pertinent), the Committee Chair shall request a replacement from their constituency. Term of service will be one academic year, with extension of service being granted at the request of the constituency that is being represented. Positions based on job descriptions must be affirmed annually.

2. **Commitment to Process and Meeting Effectiveness:** The PBIM Committee/Council meetings will start and end on time, use well developed agendas, and balance deliberation with decision-making.
3. **Adhere to the Annual Integrated Planning and Budgeting Calendar:** Each Committee will perform its responsibilities according to the timelines set in the integrated planning-budgeting calendar.
4. **Maintain a Transparent Process:** All PBIM Committee/Council meetings are open with opportunities for public comment provided. Draft minutes will be sent to the membership only no later than one week after each meeting. Draft minutes will be replaced with adopted minutes that will be posted on District Web within one week of each meeting. PBIM Committee/Council meetings will take place at least once per month during the academic year (unless noted otherwise) and will be held in locations accessible to the Peralta community (primarily the PCCD Office Board Room). Special meetings can be called, as needed.

Membership

Committee Roles and Responsibilities

Each Committee/Council will be led by a District Administrator as Chair and a Faculty Co-chair. The chair and co-chair are intended to work collaboratively in providing input and guidance on process and agenda development.

Chair/Co-Chair duties include:

1. Determine annual Committee/Council goals, in conjunction with the membership, that are aligned with the District’s Strategic Planning Goals and Institutional Objectives and maintain a district-wide perspective;
2. Ensure an annual assessment of the Committee/Council goals and objectives;
3. Ensure that monthly meeting agendas are aligned to the District’s Mission and Strategic Planning Goals and Institutional Objectives and are widely distributed in a timely manner;
4. Ensure that the Committee/Council monitors progress toward meeting its annual goals and objectives;
5. Develop meeting agendas and identify action items;

6. Distribute meeting agendas and relevant supporting documents to all PCCD constituencies at least 5 -7 days in advance of meetings;
7. Moderate meetings to ensure participation and accomplishment of tasks;
8. Ensure distribution of written communications between PBIM committees, i.e., formal recommendations to the Chancellor and related documents;
9. Ensure publication of all adopted agendas, meeting minutes, memoranda, and supporting documents on the District web; and,
10. Monitor meeting attendance and communicate with non-attendees on behalf of the committee either by memo, e-mail or phone call.

Note Taker:

All PBIM Committees must have a note taker assigned by the District Office or the Committee. The note taker takes accurate minutes during the meetings and is responsible for:

1. Monitoring attendance;
2. Recording all motions;
3. Forwarding draft minutes to members no later than one week after scheduled meeting;
4. Ensuring that adopted Agendas and Minutes are posted within one week after scheduled meetings on the District web; and,
5. Alerting meeting Chair(s) if anticipated absence, so substitute note taker, appointed by the Chair(s), can assume duties.

PBIM Meeting (and Membership) Guidelines:

1. Confirm that the agenda focuses on PCCD Mission, Strategic Goals and annual Institutional Objectives;
2. Stay on agenda topics;
3. Use meetings to develop and make sound recommendations;
4. Limit discussion to agenda topics and keep discussion to reasonable time limits;
5. Allow one person to speak at a time;
6. Ensure that designated committee members vote on recommendations and motions;
7. Arrive 5 minutes before the meeting start time and be prepared to participate;
8. Attend all meetings; and,
9. Take responsibility for completing work between scheduled meetings.

IV. APPENDIX

AD HOC COMMITTEE TEMPLATE: REQUEST TO ESTABLISH COMMITTEE

Definition of Ad Hoc Committees

Ad Hoc Committees are temporary committees that serve PBIM for a limited time and for a single purpose. Ad Hoc Committees are appointed by the appropriate PBIM Committee at a regularly scheduled meeting. Each Ad Hoc Committee must state its purpose and timeframe for completing the Committee charge.

All Ad Hoc Committees shall use the Ad Hoc templates and provide written reports to appropriate PBIM Committees.

Agenda Item Request p. 17

Agenda template p. 18

Minutes template p. 19-21

Recommendations to Chancellor Template p. 23

Planning and budgeting integration model (PBIM) committee report template p. 24

PBIM Ad-Hoc Committees 2017-2018

From 2016-2017, the following Ad-Hoc Committees were established:

Accounts Payable (AP) Task Force: The AP Task Force reviews District processes related to payment of invoice and provides training for the users of the system.

BAM Task Force: The Budget Allocation Model Task Force: (BAM TF) reviews the District's current budget allocation model to ensure equitable distribution of resources among the Colleges.

PBIM Assessment Task Force: The PBIM Assessment Committee creates the annual PBIM assessment and is responsible for distribution and analysis. A written summary is presented to PBIM Committees for recommendations.

Resource Allocation Task Force for Classified Staffing (RATF-CS): Resource Allocation Task Force for Classified Staffing (RATF-CS) delivers criteria for and reviews requests for additional classified staffing.

PCCD AD HOC COMMITTEE TEMPLATE

This Ad Hoc Committee Template has been created to assist PBIM committee members with determining whether there is a need for an Ad Hoc committee to provide support and/or research in an advisement capacity. Completing the template will enable the PBIM membership to make an informed decision on the necessity of appointing the ad hoc committee, and will provide clarity on its exact goals and deliverables.

1. **Proposed Name of Ad Hoc Committee:**
2. **Purpose:**
 - a. What is the work that the Committee will undertake (its charge)?
 - b. What should the Committee accomplish in undertaking this work?
3. **Rationale:**
 - a. Why is an Ad Hoc Committee needed to do this work? Specifically describe why the work cannot be completed in the PBIM committee which the ad hoc is advising.
 - b. What goal of the PBIM Committee would the Ad Hoc help to accomplish?
 - c. Will the work of the Ad Hoc Committee be repeated, and if so, how frequently?
4. **Overall Time Frame:** (number of semesters needed, start date) –Note: **Two is the maximum number of semesters that can be proposed for an Ad Hoc Committee.** Extensions or renewal of the Committee's time frame will be determined by the appropriate PBIM Committee/Council.
5. **Tasks and Timeline**
 - a. What specific tasks will be accomplished?
 - b. What is the timeline for accomplishing each task?
 - c. **Committee Composition:**
 1. How large is the Committee?
 2. How is membership determined?
 3. What is the term for serving on the Committee?

**PLANNING AND BUDGETING INTEGRATION MODEL (PBIM)
AGENDA ITEM REQUEST TEMPLATE**

Name of Submitter: _____

Name of Committee for Agenda Item Request

Date of Meeting

- Planning and Budgeting Council _____
- District Academic Affairs and Student Services _____
- District Facilities Committee _____
- District Technology Committee _____
- District Enrollment Management Committee _____
- Technology and Facilities Conference Committee _____
- District Participatory Governance Council _____

Title of Agenda Item Requested:

Brief Description of Requested Agenda Item:

Strategic and/or Committee Goal that Agenda Item addresses:

Purpose of Agenda Item:

Time Requested:

- Information
- Action
- Discussion

Chair Signature

Date Report Submitted

PBIM AGENDA TEMPLATE

(NAME OF PBIM COMMITTEE/COUNCIL HERE)

Date and Time of Meeting

Meeting Location

(Name of Chair/Co-Chair, Presiding)

Committee Membership (with titles)

I. STANDING ITEMS

- A. CALL TO ORDER (time)
- B. ADOPTION OF THE AGENDA (time)
- C. APPROVAL OF MINUTES *(insert dates of minutes here)*
- D. PUBLIC COMMENT (time)
- E. SUB COMMITTEE REPORT *(2 minutes each)*
- F. CO-CHAIR REPORT (time)
- G. CHANCELLOR'S REPORT (time)

II. CARRIED OVER AND NEW ITEMS

(List and designate a time for individual items approved for inclusion on the agenda. The following format should be used):

Topic:	Presenter	Committee Goal(s):	Strategic Plan Goal(s)	Time Allocation:
<i>Strategic Plan Quarterly Review</i>	<i>Peralta</i>			<i>10 minutes</i>

III. Adjournment (time)

IV. Next Meeting *(include date and time)*

PBIM MINUTES TEMPLATE

(NAME OF PBIM COMMITTEE COMMITTEE/COUNCIL HERE)

(Date and Time of Meeting)

(Meeting Location)

Membership (names and titles):

Present:

Guests:

Absent:

Agenda Item	Committee Goal	Strategic Plan Goal	Outcome
I. Standing Items			
-Call to Order			<i>(State time meeting was called to order)</i>
-Adoption of the Agenda			<i>(Note any changes to agenda. If there are no changes, indicated that the agenda was adopted as presented)</i>
-Approval of Minutes (insert appropriate dates)			<i>(State details of adoption of minutes, whether approved as written or with changes. If changes were made, indicate those changes specifically but briefly).</i>
-Public Comment			<i>(Indicate whether public comment was made, If so, by whom and summarize comments briefly)</i>
-Reports from Sub Committee (2 minutes each)			<i>(List each constituency group and briefly summarize each speaker's comments.) If no report, write, "No Report": next to that constituency's name</i>
-Co-Chairs Report			<i>Briefly Summarize</i>
-Chancellor's Report			<i>Briefly Summarize</i>
II. Carried-Over and New Items			
List items individually as they appear in the agenda			<i>(Note discussion <u>briefly</u> and cite outcome/decision/action needed) (they would need to cite the goal/reference number)</i>
III. Adjournment			<i>Note the time that the meeting was adjourned</i>

IV. Next meeting			<i>Give the date of the next meeting</i>
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AD HOC COMMITTEE RECOMMENDATIONS TEMPLATE

DATE:

SUBMITTED BY: *(name and title)*

- I. HISTORY OF AD HOC COMMITTEE?
 - a. *(reason formed)*

- II. WHO ARE THE MEMBERS OF THIS AD HOC COMMITTEE?
 - a. *(Name/s and affiliation)*

- III. WHAT ARE THE GOALS OF THIS AD HOC COMMITTEE?
 - b. *(Objectives and goals)*

- IV. WHAT ARE THE KEY RECOMMENDATIONS OF THIS AD HOC COMMITTEE?
 - b. *(Educational and resource priorities, Board Policies, Administrative Procedures, unresolved issues, etc.)*

- V. REQUESTED ACTION
- VI. EVALUATION

DISTRICT PARTICIPATORY GOVERNANCE COUNCIL RECOMMENDATIONS TO CHANCELLOR TEMPLATE

I. BACKGROUND SUMMARY

A. (Purpose of Recommendation)

B. (Date discussed)

C. (Committee Review Process)

D. (Language of Motion)

II. REQUESTED ACTION FROM CHANCELLOR:

III. REQUESTED RESPONSE DATE:

Chair: _____

Date Report Submitted: _____

Chancellor: _____

Approved _____ Date _____

Not Approved (explanation) _____ Date _____

PLANNING AND BUDGETING INTEGRATION MODEL (PBIM) COMMITTEE REPORT TEMPLATE

COMMITTEE NAME: _____

CHAIRPERSON: _____

REPORTING PERIOD:

- | | | |
|--------------------------|-----------------------------------------------------------|--------|
| <input type="checkbox"/> | Appoint members, establish goals,
objectives and tasks | (Date) |
| <input type="checkbox"/> | Midyear PBC Meeting Progress Report | (Date) |
| <input type="checkbox"/> | Progress Report (General) | (Date) |
| <input type="checkbox"/> | Annual PBIM Report | (Date) |

PLEASE LIST MAJOR ACTIVITIES SINCE LAST REPORT:

ANTICIPATED ACTIONS IN THE INTERIM:

ADDITIONAL COMMENTS AND/OR SUGGESTIONS:

Chair Signature

Date Report Submitted

**Participatory Governance Council (PGC)
2017-2018**

Role	Who appoints
Chancellor (Chair)	By position
Chief of Staff	By position
Alameda President Berkeley City College President Laney President Merritt President	By position
Alameda Academic Senate President	By position
Berkeley City College Academic Senate President	By position
Laney Faculty Senate President	By position
Merritt Academic Senate President	By position
District Classified Senate President	By position
Vice Chancellor of Human Resources	By position
Local 1021 Representative Local 39 Representative	Local 1021 Local 39
PFT President	By position
DAS President	By position
Student Trustee	Appointment by election as Student Trustee
Faculty Co-Chair Note taker (non-voting)	Committee Vote

Advisory (non-voting): Vice Chancellors; District Accreditation Liaison

18 Members Quorum =10

**Planning and Budgeting Council (PBC)*
2017-2018**

SHOULD A BUSINESS DIRECTOR BE ADDED TO THIS COMMITTEE?

Role	Who appoints
Vice Chancellor of Finance (Chair)	By position
College Presidents (two)	Chancellor
Academic Senate Presidents (two)	DAS
Chief of Staff	By position
District Classified Senate President	By position
Local 1021 Rep Local 39 Rep	Local 1021 Local 39
PFT President	By position
DAS President	By position
Vice President of Student Services (one)	College Presidents
One student government representative	Appointment by Chancellor, in consultation with Directors of Student Activities and Student Life
Institutional Research	By position
Faculty Co-Chair Note taker (non-voting)	Committee Vote

Advisory (non-voting): Vice Chancellors; District Accreditation Liaison
15 Members Quorum = 8

*It is anticipated that PBC will consider the appointment of an Ad Hoc Committee to engage in detailed Budget work to strengthen overall PBIM planning effectiveness and to provide additional transparency district wide.

**District Academic Affairs and Student Services Committee (DAASSC)
2017-2018**

Role	Who Appoints
Vice Chancellor of Academic Affairs (Chair)	By position
Associate Vice Chancellor of Workforce Development and Continuing Education	By position
District Classified representatives (3) RECOMMENDED THAT A BURSAR SHOULD FILL ONE CLASSIFIED POSITION	District Classified Senate
Vice Presidents of Instruction (2 total)	College Presidents
Vice Presidents or Deans of Student Services (2 total)	College Presidents
Alameda Faculty Representative	COA Academic Senate
Berkeley Faculty Representative	BCC Academic Senate
Laney Faculty Representative	Laney Faculty Senate
Merritt Faculty Representative	Merritt Academic Senate
PFT representative	PFT by appointment
DAS representative	DAS by appointment
Student Government Representative (one)	Chancellor, in consultation with the Directors of Student Activities and Campus Life
Faculty Co-Chair	Committee Vote
Note taker (non-voting)	

17 Members

Quorum = 9

**District Enrollment Management Committee (DEMC)
2017-2018**

Role	Who appoints
Vice Chancellor of Academic Affairs (Chair)	By position
Assistant Vice Chancellor of Enrollment Management	By position
Alameda Vice President of Instruction OR VPSS Merritt Vice President of Instruction OR VPSS	By position
Alameda Academic Senate President	By position
Berkeley City College Academic Senate President	By position
Laney Faculty Senate President	By position
Merritt Academic Senate President	By position
District Classified Senate Representative	District Classified Senate
Executive Director of Communications	By position
PFT Representative	PFT appointment
Student Representative	Chancellor, in consultation with the Directors of Student Activities and Campus Life
Faculty Co-Chair	Committee Vote
Note taker (non-voting)	

Advisory (non-voting): Vice Presidents of Student Services; College Deans

15 Members Quorum= 8

**District Facilities Committee (DFC)
2017-2018**

Role	Who Appoints
Vice Chancellor of DGS (Chair)	By position
Facilities and Maintenance Operations Director	By position
Planning/Development Manager (General Services)	By position
College Business Officer (two)	College Business Officers
Faculty Representative from a College Facilities Committee (two)	DAS
Classified Representative from a College Facilities Committee (two)	District Classified Senate
Stationary Engineer Representative	Local 39
Safety Representative	SEIU appointment
District Chief Engineer	By position
Student Government Representative	Chancellor, in consultation with the Directors of Student Activities and Campus Life
Faculty Co-Chair	Committee vote
Note taker (non voting)	

14 Members Quorum = 8

**District Technology Committee (DTC)
2017-2018**

Role	Who Appoints
Vice Chancellor of IT (Chair)	By position
Director of Network Services	By position
College IT Committee Representatives (two)	College IT Committees
Distance Education Representative (one)	DE Coordinators
Faculty IT Representative (two)	DAS
Classified Senate Representative	District Classified Senate
Student Government Representative	Chancellor, in consultation with the Directors of Student Activities and Campus Life

Faculty Co-Chair Note taker (non voting)	Committee vote
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10 Members

Quorum =6

**District Technology and Facilities Conference Committee (DTFCC)
2017-2018**

Role	Who appoints
Chair of DTC	By position
Chair of DFC	By position
Service Area experts, District and College, as needed	
Note taker (non-voting)	

Members=

Quorum =

August 2017

ACRONYMS

AP	Accounts Payable
APUs	Annual Program Updates
BAM	Budget Allocation Model
CE	Career Education (replacing CTE)
CTE	Career Technical Education
DAASSC	District Academic Affairs and Student Services Council
DAS	District Academic Senate
DE	Distance Education
DFC	District Finance Committee
DTC	District Technology Committee
DTFCC	District Technology and Finance Conference Committee
DEMC	District Enrollment Management Committee
IT	Information Technology
PBC	Planning and Budgeting Council
PBIM	Planning and Budgeting Integration Model
PCCD	Peralta Community College District
PFT	Peralta Federation of Teachers
PGC	Participatory Governance Council
RATF-CS	Resource Allocation Task Force for Classified Staffing
WDCE	Workforce Development and Continuing Education