



Name:	Planning and Budget Council				
Purpose:	The purpose of the Planning and Budget Council (PBC) is to support an effective process of collaboration and consultation for campus-wide planning and budgeting. The PBC assures that planning and budgeting are integrated and evaluated while driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the College Council on planning and budgeting matters.				
Sponsor:	Chancellor				
Chair(s):	Chief Financial Officer				
Recorder:	Elected from membership				
Membership:	Members (By Title or Constituency)	Member Type	Division/ Department	Voting (Y or N)	Other Notes
	CFO	Permanent	Finance	Y	
	VC for Enrollment Management & Student Life	Permanent	Student Services	N	
	IR Staff Member	Permanent	Institutional Research	Y	
	Administrator of Grants & Contracts	Permanent	Finance	Y	
	Past Staff Senate President	Permanent	N/A	Y	
	Faculty Senate President Elect	Permanent	N/A	Y	
	Dean of Student Life & Wellness	Permanent	Student Affairs	Y	
	1 Staff	Representative	Advancement	N	
	2 Staff	Representative	Finance	N	
	1 Staff	Representative	Information Technology Services	Y	
	6 Faculty	Representatives	2 faculty from each school	Y	
	3 Faculty	At-large	varies	Y	
	Academic Dean	At-large	varies	Y	
	Student	At-large	N/A	Y	
Membership Totals:	18 voting members, 4 non-voting members 22 Total Members				

Resources:	<ul style="list-style-type: none"> • 2023-2026 Strategic Plan • Program/Unit Review Results • Financial Audits & Quarterly Financial Reports • Annual Budget • Constituents
Meeting Schedule:	4 th Friday, monthly @ 1:00 PM
Duties: (Reviewed Annually)	<ol style="list-style-type: none"> 1. Develop, recommend and communicate an ongoing strategic planning and budgeting process for the college, which includes monitoring progress, reviewing results as a basis for setting new strategy, and recommending action consistent with the Strategic Plan. 2. Review and recommend a limited number of college-wide strategic initiatives that signal important targets or areas for which the college is to focus. 3. Sets measurements for the Strategic Plan and assess measures for completion. 4. Conduct an annual review of the strategic planning and budgeting process as a basis for setting new strategy. 5. Monitor implementation of the strategic plan to assure that the implementation plan is being carried out (project management). 6. Monitor key performance indicators, including productivity funding, enrollment and SSCH generation, budget revenues and expenditures, CFI, and fundraising. 7. Ensure institutional goals and unit level planning and budgeting are interlinked and informed by assessment to advance the strategic goals and priorities established in the strategic plan for the College. 8. Review/make recommendations regarding the institution’s fiscal and business affairs policies and processes. 9. Review tuition, fees, and other charges annually. 10. Delegate work to subcommittees and workgroups. 11. Receive and review subcommittee reports on a monthly basis. Provide feedback to each subcommittee and assess effectiveness of resource utilization. 12. Submit recommendations and reports to College Council. 13. Review data sets assigned for analysis, make recommendations that support data-based decision-making, establish deadlines for recommendations, and develop strategies for sharing results college-wide.
HLC Alignment:	All HLC criterion, with an emphasis on Criterion 5 - Resources, Planning, and Institutional Effectiveness
Boundaries:	<ul style="list-style-type: none"> • Council input is related to the defined purpose and may be strategic, operational or improvement focused in nature. • The Chancellor and Board of Trustees are the final authority for matters involving the strategic plan, board policy, and budget. • The Chancellor reserves final decision-making authority for operational matters. • Recommendations should not be counter to any accreditation standards or other external compliance or regulatory expectations.

	<ul style="list-style-type: none"> • Recommendations for changes or additions to any formally adopted policies and procedures will go through the appropriate review and approval structures. • Grants are exempt from this process due to each specific eligibility requirements and guidelines set by the Grantor/Funder, they are submitted to council as 'information item only'.
<p>Operating Guidelines:</p>	<p><u>General Guidelines</u></p> <ol style="list-style-type: none"> 1. Annually review charter. 2. Annually staff and train members on effective and efficient meeting practices using quality tools. 3. Annually select chair and recorder, if needed. 4. Review work delegated by Council and assign work (with deadlines) to appropriate committees and/or members. 5. Receive and review reports on a monthly basis. Provide feedback to each committee. 6. Submit recommendations to appropriate Council. 7. Prepare monthly reports for appropriate Council. 8. Review data sets assigned to the group for analysis, make recommendations that support data-based decision making, establish deadlines for recommendations, and develop strategies for sharing results college-wide. <p><u>Committee/Council Business</u></p> <ol style="list-style-type: none"> 1. All procedures, rules for program proposals, and channels for submission will be determined by vote of the committee/council. All changes to procedures and forms will be submitted to constituencies for review and approval before implementation. 2. Agenda items and related materials may be submitted by group members and non-group members to the chair/liaison for consideration; they should be submitted at least five (5) business days prior to the meeting by 5 PM. 3. Meeting notices and tentative agenda will be distributed at least three (3) business days in advance of the meeting. 4. Minutes of proceedings—Minutes will be recorded for each meeting and provided in advance of the next meeting. Minutes will be reviewed for accuracy and completeness. Approved minutes will be posted in the designated document repository within three (3) business days of the approval meeting. 5. All action items must be completed in a timely manner; preferably by the established deadline. <p><u>Meetings</u></p> <ol style="list-style-type: none"> 1. Regular Meetings— Meetings will occur once per month. 2. Special Meetings—As needed and defined/called by the chair. 3. The first meeting of the academic year will be dedicated to orienting members. 4. Attendance at meetings—Attendance is an expectation of appointment and will be recorded at each meeting. <ul style="list-style-type: none"> ➤ It is the responsibility of the group member to notify the committee chair when he/she will not be able to attend a scheduled meeting. ➤ If a member of the group has three (3) absences (Proxies included) in one (1) academic year, the chair will notify the member and his/her supervisor

	<p>or constituency about the absences, and will submit a request for a replacement to the supervisor or constituency.</p> <ul style="list-style-type: none"> ➤ If a member is unable to attend, s/he may send a proxy. Proxys are permitted to engage in questions and debate but are only entitled to vote on items ready for a vote on the agenda at the beginning of the meeting (Old Business). Proxys may not introduce new business. Proxys are used to determine a quorum at the initiation of the meeting, but proxies may not constitute more than half of the attending members at any meeting. On votes other than Old Business they are not counted in determining majorities but their presence shall continue to count toward the required quorum for the vote. No member may have more than three (3) proxies in one (1) academic year. <ol style="list-style-type: none"> 5. Meetings will be open to all represented persons, although privileges may be limited. 6. Begin and end meetings on time: use cell phones as universal time 7. Quorum will be 50% plus one of the total current membership. 8. The group will conduct meetings and decision-making processes according to the latest edition of Robert’s Rules of Order. The chair may appoint a parliamentarian to assist the chair. 9. Decisions will be made based on a majority vote of those present. <p><u>Member Conduct/Ground Rules</u></p> <ol style="list-style-type: none"> 1. Come prepared; Read all materials prior to meeting. 2. The meeting environment is a safe zone; there is no rank in the room. 3. Members of the group will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents. 4. One speaker at a time. 5. Agree only if it makes sense to do so. 6. Support decisions made on consensus. 7. Keep comments on target with topics/tasks at hand. 8. Be respectful of one another. 9. All ringers on cell phones/electronic devices should be turned off or set on vibrate. <p><u>Annual Evaluation Process</u></p> <ol style="list-style-type: none"> A. Past Year’s Accomplishments of Goals B. Committee/Council Self-Evaluation
Subcommittees:	<ul style="list-style-type: none"> • Facilities/Environmental Impact; Recruitment and Retention; Campus Technology; Bond Oversight Workgroup & Investment Workgroup are not shared governance subcommittees, but will provide reports to the Planning & Budget Council.
Versions:	<ul style="list-style-type: none"> • Charter Drafted: Spring 2018 • Charter Adopted: April 6, 2018

- | | |
|--|--|
| | <ul style="list-style-type: none">• Revised: November 13, 2020• Revised: November 17, 2023• Revised: |
|--|--|