

Peralta Planning and Budgeting Integration (PBI) Model

OVERVIEW (August 6, 2009)

On August 3, 2009, Chancellor Harris issued Administrative Procedure 2.20 to implement the Planning and Budgeting Integration model (PBIM). The PBIM's purpose is to streamline the district-wide advisory and decision-making process. The revision was based on the recommendations of the Chancellor's Working Group (CWG) – a task force representing the four colleges, Academic Senates, PFT, Classified Senates, Local 1021 and administrators – to improve the efficiency, effectiveness, timeliness and integration of the district-wide advisory committees. The process also fulfills the Strategic Plan vision of enhanced coordination and collaboration.

Purpose

The purpose of the PBI is to integrate planning and budgeting across the four colleges and district offices using a collaborative district-wide perspective.

Strategic Plan

The PBI is a foundational implementation step for the District-wide mission statement:

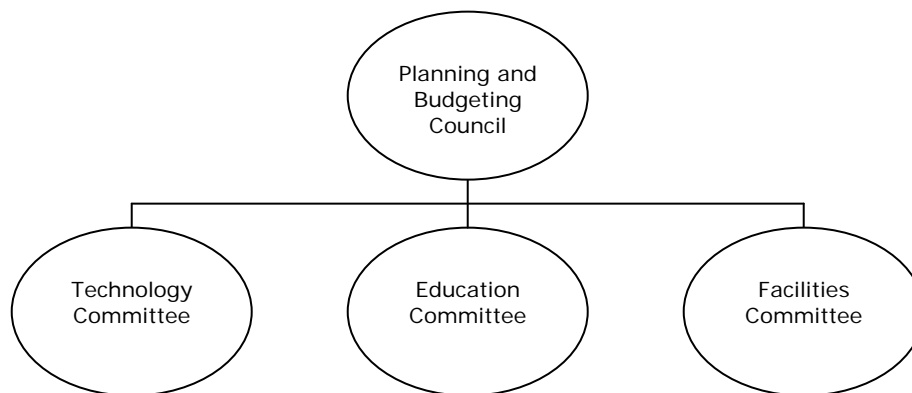
We are a *collaborative* community of colleges. Together, we provide *educational leadership* for the East Bay, delivering programs and services that sustainably enhance the region's human, economic, environmental, and social development. We *empower our students* to achieve their highest aspirations. 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.

Accreditation

The PBI also is the core response to the Accreditation recommendation that the colleges and district offices collectively establish a coordinated planning and budgeting system.

District-Wide Advisory Committees

The PBI is an integrated district-wide planning and budget advisory system of four committees that receive planning inputs from the colleges and make recommendations to the Chancellor.



Operating Principles

The operating principles will guide the work of the PBI committees. These principles will be supported by specific implementing tools and procedures.

- 1. Use a District-Wide Perspective:*** The committees will focus on student success using a district-wide perspective to coordinate the strengths of the colleges.
- 2. Use “Shared Agreement” to Create Effective Collaborative Solutions:*** The committees will develop sound and balanced plans. The “shared agreement” decision model will support the success of each college in a coordinated district-wide strategy.
- 3. Ensure Consistent Committee Engagement:*** Committee members are expected to attend all meetings. To ensure consistency, alternates are not allowed. If a member misses three meetings, the PBC will request a replacement, but there can be one replacement per year.
- 4. Commit to Process and Meeting Effectiveness:*** The PBI committee meetings will start and end on time; use well-designed agendas; and balance deliberation with decision-making.
- 5. Adhere to the Annual Integrated Calendar:*** Each committee will perform its responsibilities according to the timelines set in the integrated planning-budgeting calendar.
- 6. Provide Ongoing Two-Way Communication:*** The process is structured around two-way communication between the colleges and the PBI committees; the subject matter committees and the Planning and Budgeting Council; and between the Chancellor/Board and the PBI process.
- 7. Maintain a Transparent Process:*** PBI meetings are open, with opportunities for comment provided. Minutes will be published on a timely basis. Committees can use a variety of methods to obtain additional input and communication, for example, inviting presenters, making site visits, listening sessions, meeting at the colleges, etc.
- 8. Ensure the Official Advisory Capacity of the PBI:*** Only formally appointed committee members can participate in official committee deliberations and decisions. Agendas will include time for non-member comments.
- 9. Be Adaptive During the Implementation Phase:*** The PBI process will be improved as needed during implementation. The first year will be reviewed by the CWG. The first term of membership is two-years to allow sufficient consistency for effective implementation.

Implementation Roles

Each committee will be led by a Chairperson and supported by a facilitation team. The committees also have co-chairs to provide input and guidance on process and agenda design. The chairs, co-chair, and facilitators are intended to work collaboratively to support an effective and efficient process.

Chair

In consultation with the co-chair, the chair has overall responsibility for the effective functioning of the committee. This includes overall process management, logistics and support materials, and general guidance and support.

Co-Chair

The co-chair will partner with the chair to ensure the effective functioning of the committee. This co-chair confers on agenda design and provides overall guidance and support.

Facilitator

The facilitator works with the chair and co-chair to design the meeting agenda and discussion/decision tools. During the meeting the facilitator's role is support an effective and timely level of discussion (e.g., promote appropriate balance of discussion and decision-making).

Recorder

The recorder keeps a record of the main points of the discussion on a flip chart or wall chart. This enables the group to track progress during the discussion.

Summary Writer

The summary writer has the important responsibility of documenting key decisions, points of agreement and follow-up steps. This can be the facilitator, recorder, a committee member or another person.

Facilitation Teams

<i>Planning and Budgeting Council</i>	Joseph Bielanski, Linda Sanford
<i>District Technology Committee</i>	Jannett Jackson and Bob Beckwith
<i>District Education Committee</i>	Linda Berry and Kerry Compton
<i>District Facilities Committee</i>	Rebecca Kenney and Gloria Vogt

Committee Charges

The following are the charges of the PBI Committees.

Subject-Matter Committees: Technology, Education, and Facilities

The role of the three proposed district subject matter committees is to support the colleges in coordinating their efforts and resolving issues. The committees also provide subject matter expertise in their respective areas by including college representatives with relevant knowledge, responsibility, and experience. The committees are responsible for communicating with their counter-part committees at the colleges (including possible cross-membership). The committees should have cross-membership with the PBC.

The committees are charged with developing district-wide recommendations that best serve students and the community using evidence-based processes and criteria. Therefore the committees will work toward consensus solutions that are based on the results of these processes and criteria and the “shared agreement” decision model (see PBIM Final Summary. Each decision is labeled as “shared agreement” or “unresolved issue.” The committees will identify unresolved issues to be addressed by the PBC.

The subject matter committees are charged with developing a set of integrated district recommendations on matters in its subject-matter areas (see below). Specifically, the subject matter committee is to conduct the following:

- Provide feedback to the colleges
- Provide technical review of the college priorities
- Ensure consistency between college requests and existing approved plans (i.e., subject-matter plans, district-wide Strategic plans, etc.)
- Identify opportunities for college-to-college collaboration where resource sharing could be useful.

TECHNOLOGY COMMITTEE

- Web site
- PROMPT
- Passport
- Smart classroom (technology aspects)
- Catalog (technology aspects)
- Technology related HR recommendations

EDUCATION COMMITTEE

- Educational planning
- Marketing / Outreach
- Program planning
- Student Services
- Staffing priorities
- Catalog

- Academic calendar
- Education related HR recommendations

FACILITIES COMMITTEE

- New, modernization, rehab of facilities / Measure A
- Infrastructure
- Maintenance
- Facilities master planning
- Safety and emergency preparedness
- Facilities related HR recommendations

Planning and Budgeting Council

The PBC shall have the authority to make recommendations to the chancellor and shall receive a response from the chancellor before the chancellor pursues any significant course of action. The committee shall also receive 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.

The PBC recommends integrated educational and resource priorities to the Chancellor. The PBC makes recommendations on Board policies and policies and decisions initiated by the Chancellor. For unresolved issues, the PBC recommends resolutions for any issue where there is not agreement, i.e., issues between the colleges and district offices, between or among the colleges, or any other set of parties in disagreement.

For shared agreement items, the PBC performs the following functions: (1) Affirms consistency with strategic and educational plans; (2) recommends a coordinated planning approach across education, facilities, IT, fiscal, etc., and across colleges and initiatives; (3) recommends a prioritization of plans across subject areas and colleges; (4) identifies funding approaches to support the priorities.

The PBC is responsible for providing oversight on the implementation of the Strategic Plan. The PBC also ensures accountability for follow-through on recommendations; the PBC will track their recommendations and determine which of two results occurred: 1) the recommendation was implemented including any modifications or 2) the recommendation was not implemented and the reasons for it not being implemented. The PBC also ensures accountability for follow-through on process steps: Did constituencies, colleges, district service centers, committees, etc., perform the agreed upon steps in the process.

Annual Planning-Budget Integration Calendar (DRAFT)

August	Activity	Deliverables
August (tbd)	Data available for colleges to populate Unit Plan update templates	
August 18	Flex Day	
August 28	PBI Kick Off Retreat / Committee Meetings	Preliminary Committee parameters: <ul style="list-style-type: none"> ▪ Goals/outcomes ▪ Schedule of meetings, decision points, and deliverables ▪ Membership ▪ Ground Rules
Late August/Early September	Colleges to populate Unit Plan templates with data	
September		
September	Departments to update their Unit Plans	
September 4	Technology Committee #1	Final Committee parameters: <ul style="list-style-type: none"> ▪ Goals/outcomes ▪ Schedule of meetings, decision points, and deliverables ▪ Membership ▪ Ground Rules Meeting summaries
September 11	Facilities Committee #1	
September 18	Educational Committee #1	
September 25	Planning Budgeting Council #1	
October		
October	Colleges to compile and prioritize Unit Plans (due to PBI committees November 2)	
October 2	Technology Committee #2	Initial List of a) consensus items and b) areas for additional discussion
October 9	Facilities Committee #2	
October 16	Educational Committee #2	
October 23	Planning Budgeting Council #2	
November		
November 2	Colleges submit Unit Plan Update Summary to PBC and Technology, Education, and Facilities Committees	
November 6	Technology Committee #3	Each committee submits hiring recommendations to the PBC in

November 13	Facilities Committee #3	its subject area.
November 20	Educational Committee #3	
December		
December 4	Planning Budgeting Council #3	Hiring Recommendations
January		
TBD	Possible joint meeting of committees	Possible topic: process evaluation
February		
Feb 5	Technology Committee #4	Committees to develop recommendations on 1) areas of coordination between colleges 2) on key issues identified in annual priorities.
TBD (2 nd Fri. holiday)	Facilities Committee #4	
Feb 19	Educational Committee #4	
Feb 26	Planning Budgeting Council #4	
March		
March 1	District Committees deliver recommendations for the year to PBC	
March 5	Technology Committee #5	
March 12	Facilities Committee #5	
March 19	Educational Committee #5	
March 26	Planning Budgeting Council #5	Make "tough decisions" in areas needing resolution.
April		
April	PBI Committees provide feedback to colleges on results of planning-budgeting integration process.	
April 2	Technology Committee #6	Committees complete work for year and develop final report, including assessment of process effectiveness.
TBD (spring break)	Facilities Committee #6	
April 16	Educational Committee #6	
April 23	Planning Budgeting Council #6	
May		
May 15	Report on "lessons learned" and accomplishments and priority topics to be addressed the following year.	