



Planning & Budget Council Bylaws

(PBC Bylaws updated by PBC on 2/6/2019;
Membership finalized and updated by PBC on 5/1/2019)

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PHILOSOPHY

Participatory governance is defined as a collaborative effort of administration, faculty, staff, and students for the purpose of providing high quality college programs and services. All members of the campus community are invited to participate in planning for the future and in developing policies, regulations, and recommendations under which the college is governed and administered.

Collegial consultation recognizes and, indeed, is predicated on the sincere commitment on the part of all participants to our students, our professions and to our institution. It is a complex process of consultation that demands from faculty, administrators, classified staff and students, a respect for divergent opinions, a sense of mutual trust and a willingness to work together for the good of the College. Collegial consultation embraces the basic objective that all key parties of interest should be given the opportunity to participate in jointly developing recommendations and priorities for the well-being of the institution.

MISSION

The mission of the Planning & Budget Council (PBC) is to provide the opportunity for all groups on campus to participate in developing recommendations and priorities for the college. To that end, the mission is guided by the following:

- Members of the Planning & Budget Council (PBC) represent the diversity of the college community as a whole and will strive to keep the needs of our students at the forefront during decision-making deliberations.
- The Planning & Budget Council (PBC) will maintain objectivity and a global viewpoint in its processes.
- The Planning & Budget Council (PBC) will maintain a clear relationship and communicate effectively with all campus groups.
- The Planning & Budget Council (PBC) promotes awareness and understanding of available resources.
- The meetings of the Planning & Budget Council (PBC) are open and public.

GOALS

To create a structure to facilitate effective institutional planning and evaluation, the PBC will strive to:

- Ensure that human resource, physical resource and financial planning are effective and integrated across institutional planning;
- Ensure that leadership, governance structures and decision-making processes are effective and integrated across institutional planning;
- Ensure that instructional and student support services and administrative services are effective and integrated across institutional planning;
- Ensure that all college activities and plans are effective and aligned with the college's mission and goals;
- Ensure accreditation standards throughout college structures and processes and facilitate the review and updating of the Institutional Self-Evaluation Report.

PURPOSE & RESPONSIBILITIES

The Planning and Budgeting Council (PBC) oversees and facilitates the institution's planning processes, including the Annual Strategic Plan, the Educational Master Plan, and any ACCJC reports, processes or recommendations. These plans are based upon annual cycles of Program Review and Student Learning Outcomes assessment. PBC uses data from these plans to make decisions and recommendations regarding resource allocation.

PBC advises and makes recommendations to the President on matters pertaining to:

- prioritizing expenditures to advance the College goals
- planning
- governance issues
- issues regarding college facilities, maintenance, and operations
- issues regarding campus climate
- any other issue affecting the well-being of the College at large

The PBC reviews College and District policies and develops procedures to implement policy; provides accreditation oversight; establishes *ad hoc* work groups and subcommittees to address college planning needs and priorities.

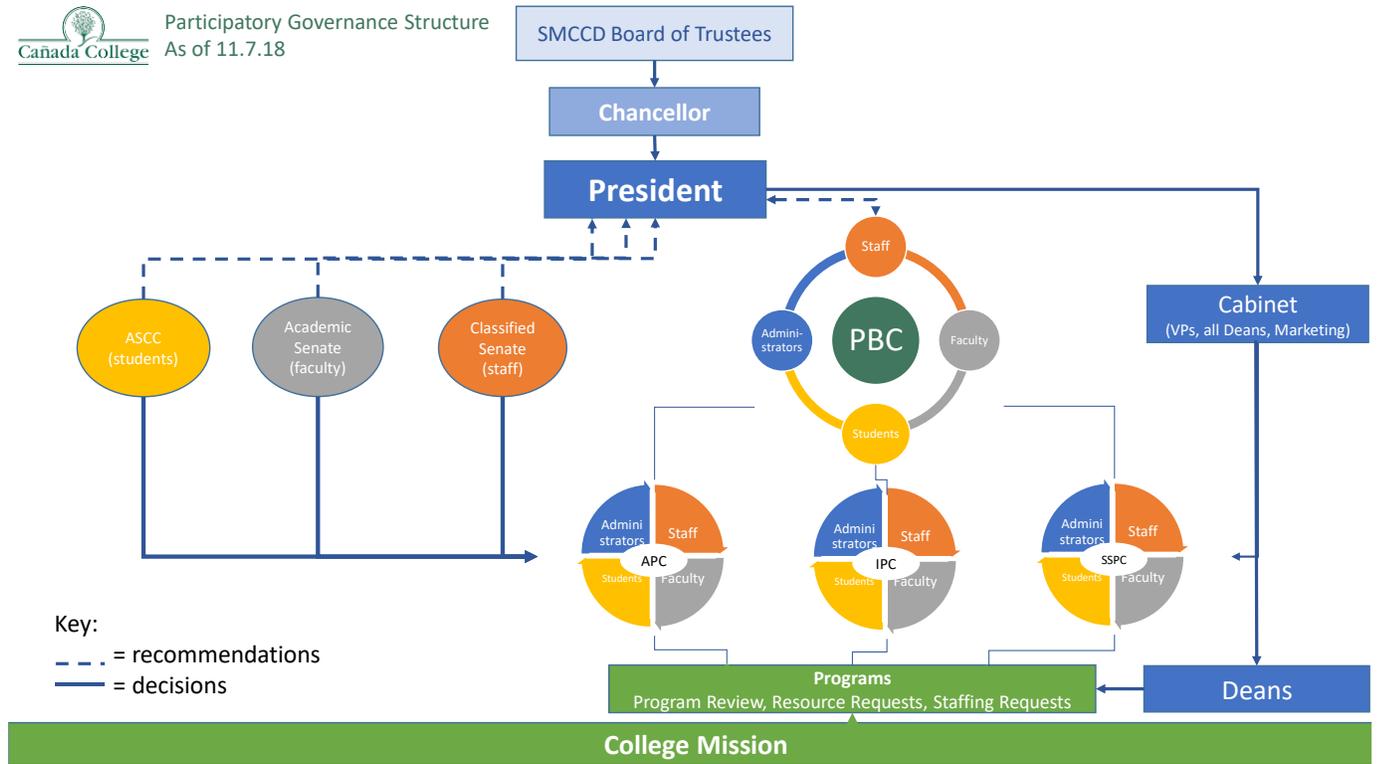
The PBC's purpose is to provide recommendations directly to the college president on matters pertaining to institutional priorities, policies, procedures, planning and budget development. As such, this body has the responsibility to provide concrete decisions and rulings on behalf of the College. Of the planning councils, PBC is the ultimate recommending body to the President. PBC recommendations include the following: 1) Strategic planning issues (i.e., accreditation and campus plans), 2) Budgeting issues (prioritizing Fund 1 resource requests and serving as the focus of information sharing about other funds and expenditures). Meetings are always open to the entire campus community.

Recommendations from the PBC are subject to approval by the college president. If the president does not accept the recommendation of the PBC, the president or designee will return to the PBC, immediately following their decision and explain why the recommendation will not be implemented or forwarded to the Board of Trustees at said time. The approved recommendation(s) of the PBC will be acted on or included in materials presented to the Board of Trustees, as the items are available.

The PBC serves as the College's Accreditation Oversight Committee with particular focus on ensuring that the College meets all of the requirements and standards set by the Accrediting Commission for Community and Junior Colleges (ACCJC).

ORGANIZATIONAL STRUCTURE

Of the planning councils, the PBC is the ultimate recommending body to the College President.



PBC CO-CHAIRS

The Academic Senate President or Vice President and Classified Senate President or Vice President shall preside as Co-Chairs.

ADMINISTRATIVE SUPPORT

The President’s Office will provide appropriate administrative support to the council. Assistance will include: designating a person to take notes, preparing and distributing agendas, attending meetings and preparing minutes, and providing a depository of the meeting notes and materials.

DISSEMINATION OF INFORMATION

Agendas and Minutes will be distributed at least three days prior to the next regularly scheduled meeting via email by the President’s Office and posted online on the PBC web page. Constituent group members will in send an additional reminder on topics that may impact their group.

PBC MEMBERSHIP

The PBC updated the PBC membership on May 1, 2019

Membership in the PBC should address two goals: 1) representation of constituencies, and 2) inclusion of individuals with specialized knowledge, skills, and abilities. The following individuals would be members:

PBC Member:	Appointed by:
Academic Senate President or Vice President (co-chair)	Academic Senate
Classified Senate President or Vice President (co-chair)	Classified Senate
IPC Representative	IPC
SSPC Representative	SSPC
Faculty Representatives - one from each of the Instructional Divisions, one from Student Services, and one at-large representative at the Academic Senate’s discretion. Note: one of these faculty members could be an adjunct faculty, if possible.	Academic Senate Student Services VP (for SS rep)
Classified Representatives – the number of classified staff representatives should match the total number of faculty representatives including one at-large representative chosen at the Classified Senate’s discretion. As much as possible, representation should be balanced across divisions and major college functions.	Classified Senate
Two (2) ASCC Representatives	ASCC
Dean of Planning, Research and Institutional Effectiveness	By virtue of position
Vice President of Administration	By virtue of position
Director of Marketing and Public Information	By virtue of position
Dean	By virtue of position (and President)
VPI	By virtue of position
VPSS	By virtue of position
College President (ex officio) – no voting rights	By virtue of position

Total Voting members: 21. The College President does not hold voting rights.

Membership Terms

Appointed members (who are not members by virtue of their position) will serve for a maximum of two years. These members, faculty, classified staff, and student representatives, are appointed in alternating years, staggering the rotation of members on and off the Council. Staggering appointments will assure continuity of knowledge on the Council. Members will be asked to serve on work groups or *ad hoc* committees as needed (based on availability of time) for the balance of service. Work groups (when needed) consist of four, and a minimum of two, PBC members.

All appointments will be made by June preceding the terms of appointment.
Student terms will be for one year (August 15 – June 30) with appointments made in August.

Note: Members who serve by virtue of their position do vote, with the exception of the college president who is non-voting; all other members are elected/selected by their constituencies and do vote.

Annual Orientation of Members

Every member (excluding the college president), in order to retain their membership, is required to attend a yearly orientation. The annual orientation will take place no later than the second meeting of the fall semester.

The orientation topics should include but are not limited to:

- College organization chart, mission, planning and budget cycle
- Board Policy and Administrative Procedure
- Title 5 section 53200 et seq., Title 5 section 51023.5 and Title 5 section 51023.7
- Training and materials on academic and professional (10+1) matters
- Committee structure, goals, purpose and composition
- Contact information for committee members

In addition to the PBC membership, the orientation is open to the District Board of Trustees and the whole campus community. This training is under the purview of the Offices of Planning, Research, Innovation and Effectiveness (PRIE) and the Vice President of Administrative Services.

Expectations of Service

- Members will commit to attend and prepare for Planning & Budget Council (PBC) meetings
- Members will notify co-chairs if unable to attend scheduled meetings
- Meetings will start on time
- Members will provide information to and solicit feedback from constituent groups.

Removal

Members may be removed or asked to resign by consensus of the other members, after three (3) absences in one semester.

AD HOC COMMITTEES

The PBC may create Ad Hoc committees by appointing any member of the college community. Ad Hoc Committees provide the opportunity and responsibility to ensure that the college achieves its mission by engaging stakeholders from the college constituencies (i.e. students, faculty, classified staff, and administrators). The responsibilities of committees include identifying, studying, and reviewing issues and proposing recommendations. Ad Hoc Committees report out to the college in the PBC meetings.

MEETINGS

PBC meetings are held every first and third Wednesday of the month, from 2:20 p.m. to 4:10 p.m. The presiding officers (co-chairs) or their designee(s) shall call the meetings to order.

Creating meeting agendas

PBC agendas are developed by the PBC Co-chairs, the College President, the Dean of Planning, Research, and Institutional Effectiveness (PRIE), and the Vice President of Administrative Services.

Campus constituency groups are invited to make a request (formal Request Form is required) for an item to be placed on the agenda. Request must be submitted two weeks prior to the desired meeting date.

The current agenda shall be posted to the PBC website no later than 72 hours prior to the meeting date. Those items or issues that are critical in nature can bypass the membership and be taken to the President by the co-chairs without membership approval. These items must be presented to the PBC for discussion and review as soon as possible. This is a provision for exceptional events.

Procedure for Conduct of Meetings

Consensus Methods or Voting

The Planning & Budget Council (PBC) makes decisions democratically by polling appointed members to determine if general agreement has been reached. Recommendations will be made by consensus or a vote. A roll call vote may be called by any voting member. Abstentions will be noted in the minutes.

Quorum

A quorum must be present in order to forward a specific recommendation to the President. In the absence of a quorum, discussion may take place, but final action must be taken at a later meeting when a quorum is present. For this purpose a quorum is defined as eleven (11) voting members who constitute more than 50% of the voting members.

ACTIONS & DECISIONS

The Planning & Budget Council (PBC) has been established to ensure faculty, staff, and students the right to participate effectively in a consultative environment. All actions and decisions made by the Planning & Budgeting Council (PBC) are formal recommendations made to the President. The College President shall explain his/her decision to the Planning & Budgeting Council (PBC).

BYLAWS CHANGE

- The Bylaws may be adopted by the two thirds vote of all the members of the Planning & Budget Council (PBC) in consultation with their respective constituents.
- Any members of the Planning & Budget Council (PBC) may propose a bylaws change.
- The Bylaws may be amended by a majority vote of the members of the Planning & Budget Council (PBC).

EVALUATION

In the spring of each year, the Office of Planning, Research, and Institutional Effectiveness will work with the PBC to develop an evaluation tool (survey instrument, or other) to gauge the effectiveness of the College's participatory governance committees and processes. The goal of this evaluation is to ensure continuous quality improvement.

In the fall of each year, the Dean of PRIE or designee will present the results of the evaluation to the PBC and share the results broadly with all college constituents for discussion and deliberation.

APPENDICES

APPENDIX A

Education Code Section 70901 (B) (1) (E) of AB 1725

- A.** Education Code 70901 (b) (1) (E) of AB 1725 requires that the board of governors establish “Minimum standards governing procedures established by governing boards of community college districts to ensure faculty, staff and students the right to participate effectively in district and college governance, and the opportunity to express their opinions at the campus level and to ensure that these opinions are given every reasonable consideration and the right of the academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.”
- B.** The scope of the academic senate is in the area of academic and professional matters. Students have rights with regard to matters that have or will have a significant effect on students. Staff have rights in areas that have or will have a significant effect on staff. In particular, staff have governance rights in regard to the definitions or categories of positions or groups of positions other than faculty that compose the staff of the district and its colleges and the participation structures and procedures for the staff positions defined and categorized.
- 1. Faculty**
- 53200(c) Academic and Professional matters mean the following policy development and implementation matters.
- (a) Curriculum, including, establish prerequisites and placing courses within disciplines.
 - (b) Degree and certificate requirements
 - (c) Grading policies
 - (d) Educational program development
 - (e) Standards or policies regarding student preparation and success
 - (f) District and college governance structures, as related to faculty roles
 - (g) Faculty roles and involvement in accreditation processes, including self -study and annual reports
 - (h) Policies for faculty professional development activities
 - (i) Process for program review
 - (j) Processes for institutional planning and budget development and
 - (k) Other academic and professional matters as mutually agreed upon between governing board and academic senate

2. Students

51025(b) Students, for the purpose of this section, means the following district and college policies and procedures that have or will have a significant effect on students:

- (a) Grading policies
- (b) Codes of student conduct
- (c) Academic disciplinary policies
- (d) Curriculum development
- (e) Courses or programs which should be initiated or discontinued
- (f) Processes for institutional planning and budget development
- (g) Standards and policies regarding student preparation and success
- (h) Student services planning and development
- (i) Student fees within the authority of the district to adopt
- (j) Any other district and college policy, procedure or related matter that the district governing board determines will have a significant effect on students.

3. Staff

Matters having a significant effect on staff are not defined on the regulations except that there is a requirement that a district governing board “reasonably determines, in consultation with staff: that the matter has significant effect on staff (51023.5 (A)(4).

APPENDIX B

AGENDA ITEM REQUEST

Originator (Please type/Print):

Item: _____

- ACTION
- INFORMATION
- DISCUSSION FOR FUTURE ACTION

SIGNED: _____ DATE: _____
Council Member

- APPROVED FOR _____ MEETING
- APPROVED FOR CONSIDERATION (for placement on Agenda)
- NOT APPROVED (reason given under comments)

COMMENTS:

APPROVAL: _____ DATE: _____
Planning & Budget Council Chairperson

APPROVAL: _____ DATE: _____
College President

Deadline for submission of agenda items is seven (7) days before the meeting. Forms should be submitted to the President's Administrative Assistant.