Cañada College

Planning & Budgeting Council (PBC) Bylaws

(PBC Bylaws updated by PBC on 5/15/2024)

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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 purpose of the Planning & Budgeting Council is to advise and make recommendations to the President on matters pertaining to:

- Institutional priorities
- Policies and procedures
- Accreditation
- Program Review processes
- How to prioritize expenditures to advance the College goals
- Budget development
- College-wide 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 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. PBC ensures that the Instructional Planning Council (IPC) and Student Services Planning Council (SSPC) implement annual cycles of Program Review as well as Student Learning Outcomes and Service Area Outcome assessments that allow for continuous improvement.

PBC ensures that College Committees fulfill their responsibilities for shaping and implementing college plans related to their area of expertise (e.g., distance education, technology, etc.). College Committees report regularly to PBC on the progress made on plan development and implementation. PBC uses data from these plans to make recommendations regarding resource allocation. The PBC establishes *ad hoc* work groups and subcommittees to address college planning needs and priorities.

Instructional and Student Services Planning Councils as well as College Committees report to PBC which makes direct recommendations to the President. All of these bodies report directly to PBC.

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).

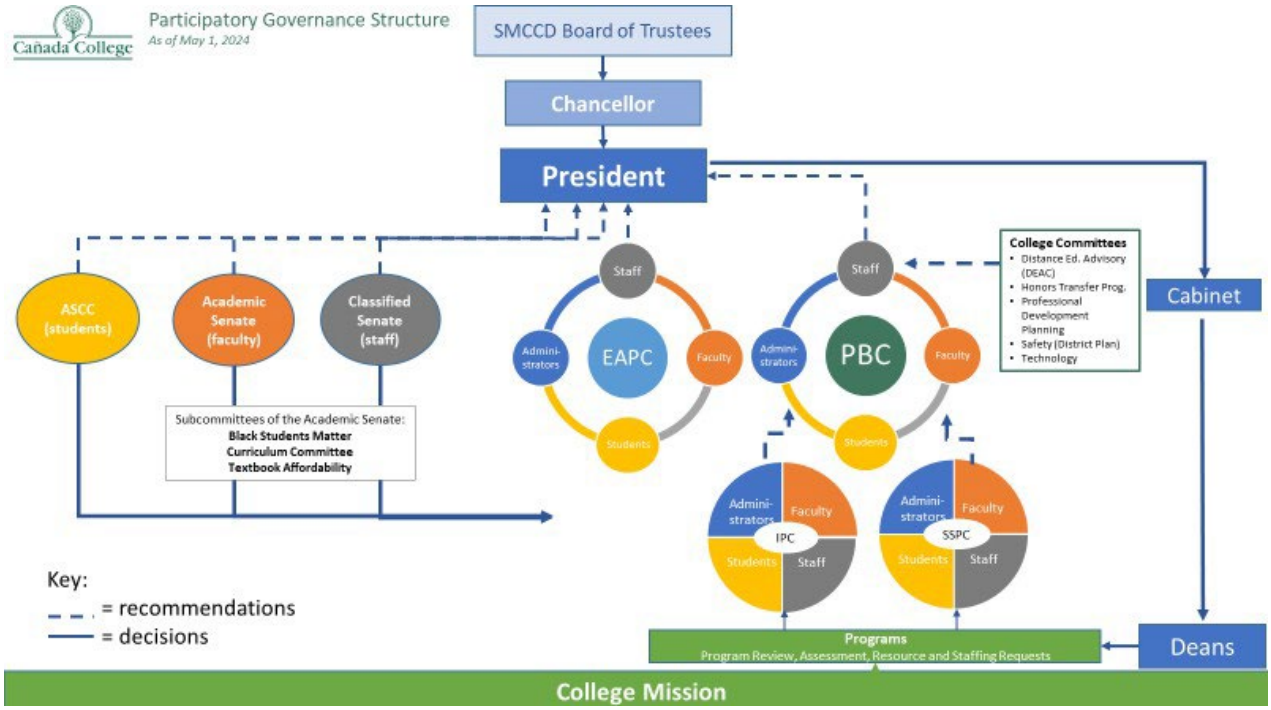
The PBC is responsible for hosting regular presentations and discussions of the College budget. The PBC also reviews feedback on current budgeting processes and makes recommendations for improvement, such as the processes for requesting personnel and non-personnel items.

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. A written explanation of the decision will be provided. 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.

PBC is responsible for ensuring the Office of Planning, Research, and Institutional Effectiveness (PRIE) conducts an annual evaluation of college participatory governance processes. PBC is responsible for making recommendations for any areas identified for improvement. See Evaluation below.

ORGANIZATIONAL STRUCTURE

The three Senates, Planning and Budgeting Council (PBC), as well as the Equity and Antiracism Planning Council (EAPC), make direct recommendations to the 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 repository 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
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
Instructional Planning Council (IPC) Representative	IPC
Student Services Planning Council (SSPC) Representative	SSPC
Equity and Antiracism Planning Council (EAPC) Representative	EAPC
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 (via CSEA)
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)
Vice President of Instruction	By virtue of position
Vice President of Student Services	By virtue of position
College President (ex officio) – no voting rights	By virtue of position

Total Voting members: 25. The College President does not hold voting rights.

Membership Terms
It is recommended that 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
- Council and Committee structure, goals, purpose and composition
- Contact information for Council 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 in time to inform PBC discussions and recommendations.

Mentorship of Student Representatives

In order to help student representatives participate effectively in PBC a faculty, staff, or administrator representative with at least one semester of experience on this committee will, through mutual agreement with the student(s), act as a mentor to the student representative(s) during their first semester of service. At start of semester co-chairs will appoint a mentor from an interested candidate pool.

With limited time in mind, a mentors duties should be supportive and not unduly burdensome.

Examples of mentor's duties can include the following:

- Understanding bylaws
- Active participation (making a motion, for example)
- Voting expectations
- Attendance expectations
- Acting as a point person for the student's questions
- Make meetings accessible through cooperation of DRC or language barriers
- Help advocating and navigating interpersonal conflicts that might arise on committees
- Support students on navigating how to lead projects, getting on the agenda and looping in ASCC yearly initiatives to the work the committee is doing that academic year

, 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
ED Code 70901

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 areheld every first and third Wednesday of the month, from 2:10 p.m. to 4:00 p.m. The presiding officers (co-chairs) or their designee(s) shall call the meetings to order. Meetings are always open to the entire campus community.

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 for an item to be placed on the agenda. Information for making a request is available on the PBC website. It is recommended that requests be submitted at least 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 a majority of 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 works 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 presents 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] a significant effect on staff" (51023.5 (A)(4).



