ADMINISTRATIVE PROCEDURE 3250 INSTITUTIONAL PLANNING

I. Introduction

This administrative procedure describes the central principles and features of Peralta’s Planning and Budgeting Integration Model (PBIM). The objective of the PBIM is to establish an effective district-wide committee structure and to streamline and clarify the district-wide process for developing recommendations leading to decision-making. The process also fulfills the Strategic Plan vision of enhanced coordination and collaboration leading to decision making at the district level.

II. Goals

The PBIM has these key goals:
- Integrate planning and budgeting across the four colleges and district offices
- Bring the expertise of the four colleges together to focus on trends, best practices, and student learning and success
- Support a culture of collaboration
- Streamline decision making among the colleges and district service centers by providing a transparent process of collaboration and recommendations leading to decisions
- The PBI is the core response to the Accreditation recommendation that the colleges and district offices collectively establish a coordinated planning and budgeting system, which delineates functional responsibilities and provides a clear process for planning and decision-making.

III. District-Wide Advisory Committees

The PBIM 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.

IV. Subject Matter Committees: Technology, Education, and Facilities

The role of the three district subject matter committees is to recommend decisions that build on college program reviews and annual institutional plans and goals. Specifically, the committees will:

A. Stress the use of program reviews and unit plans in making decisions
B. Seek collaborative solutions that utilize resources on a district-wide basis
C. Assist in developing district-wide strategies that are acceptable to all colleges
D. Provide feedback to the colleges
E. Provide technical reviews of college priorities
F. Ensure consistency between college requests and existing approved projects. Identify opportunities for college-to-college collaboration where resource sharing could be useful.

V. Planning and Budgeting Council

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The Planning and Budgeting Council (PBC) makes recommendations to the chancellor and receives a response from the Chancellor before the chancellor pursues any significant course of action regarding a recommended project. 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 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 where there is not agreement, e.g., issues between the colleges and district offices or among the colleges.

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

The PBC is responsible for providing oversight on the development and implementation of the Strategic Plan. The PBC tracks recommendations and determines whether the recommendations are implemented including any modifications, or if the recommendations are not implemented the reasons for it not being implemented. The PBC also ensures accountability on process steps and determines whether constituencies, colleges, district service centers, committees, etc., perform the agreed upon steps in the process.

VI. Operating Principles

A. *Use a District-Wide Perspective*: The committees will focus on student success using a district-wide perspective to coordinate the strengths of the colleges.

B. *Use Shared Agreement to Create Collaborative Solutions*: The “shared agreement” decision model will support the success of each college in a coordinated district-wide strategy.

C. *Ensure Consistent Committee Engagement*: Committee members are expected to attend all meetings. If a member misses three meetings, the PBC will request a replacement, but there can be only one replacement per year.

D. *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.

E. *Adhere to the Annual Integrated Calendar*: Each committee will perform its responsibilities according to the timelines set in the integrated planning-budgeting calendar.

F. *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.

G. *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.

H. *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.

I. *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.

Reference:
Title 5 Section 55007

Approved by the Chancellor: March 13, 2012