

**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 institutional planning process also fulfills the Strategic Plan vision of enhanced coordination and collaboration.

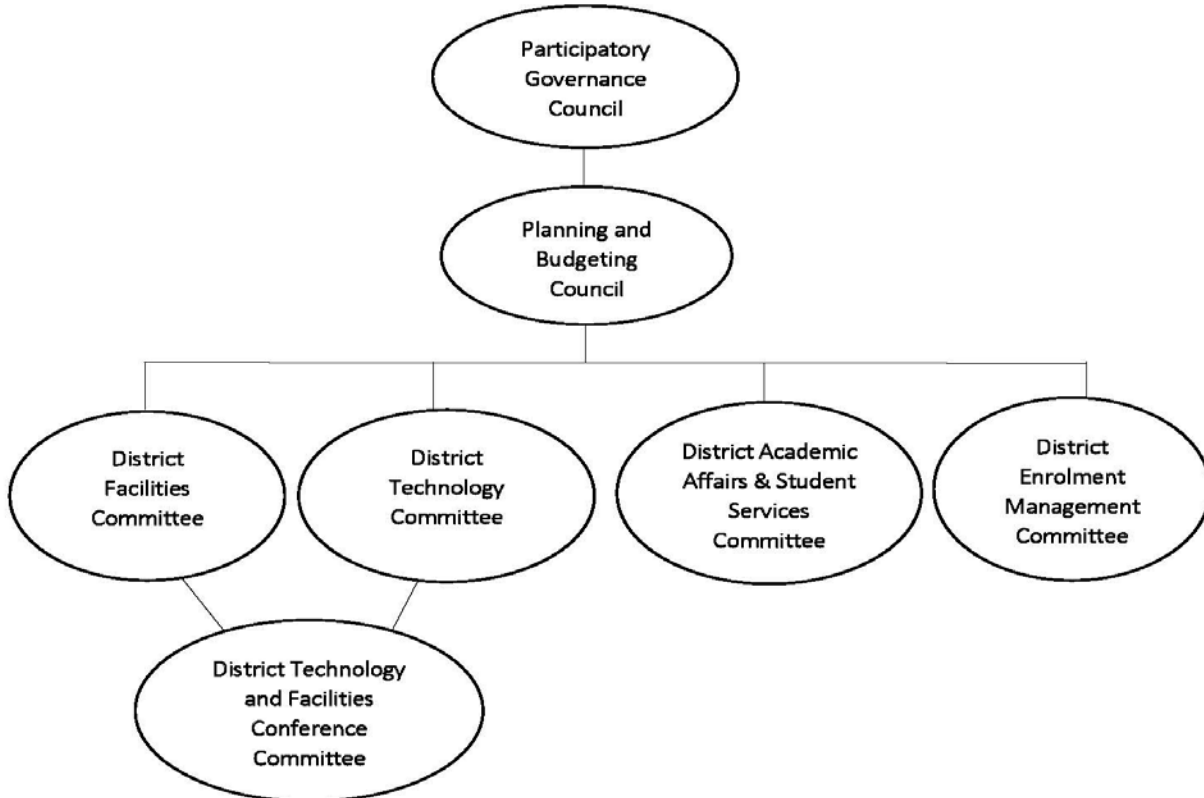
*Goals*

The PBIM has these key goals:

- Integrate planning and budgeting across the four Colleges and District Service Centers
- 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 leading to effective decisions and recommendations
- The PBIM is the core response to the Accreditation recommendation that the Colleges and District collectively establish a coordinated planning and budgeting system, which delineates functional responsibilities and provides a clear process for planning and decision-making.

**II. District-Wide Advisory Committees and Councils**

The PBIM is an integrated district-wide planning and budget advisory system comprised of four committees and two Councils that receive planning inputs from the Colleges and make final recommendations to the Chancellor.



III. **Subject Matter Committees: District Facilities Committee (DFC), District Technology Committee (DTC), Academic Affairs and Student Services Committee (DAASSC), and District Enrollment Management Committee (DEMC)**

The role of the four 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.

IV. **Planning and Budgeting Council**

The Planning and Budgeting Council (PBC) makes recommendations to the Participatory Governance Council, which is chaired by the Chancellor. The Chancellor provides a response. The PBC shall also receive draft policy initiatives, review considerations from the Chancellor and make recommendations on those before any significant action is taken by the Chancellor.

The PBC recommends educational and resource priorities to the Chancellor and the Participatory Governance Council. The PBC makes recommendations on Board policies and administrative procedures and decisions initiated by the Chancellor. For unresolved issues, the PBC recommends resolutions when there is not agreement and forwards them to the Participatory Governance Council for final review.

For shared agreement items, the PBC performs the following functions in collaboration with subject matter committees (DTC, DFC, DAASSC, DEMC): (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 District Strategic Plan. The PBC monitors recommendations and determines whether the recommendations are implemented to include any modifications, and/or to provide explanations as to why recommendations are not implemented. The PBC also ensures accountability on process steps and determines whether constituencies, Colleges, District Service Centers, committees, etc., adhere to the agreed upon steps in the process. The PBC refers all recommendations and actions to the District Participatory Governance Council.

V. **Participatory Governance Council**

The Participatory Governance Council (PGC) is the primary PBI advisory body focused on major participatory governance issues/topics and integrated planning. The Participatory Governance Council makes recommendations to the Chancellor and the Chancellor will review the recommendations and takes appropriate action.

A key function of the Participatory Governance Council is to monitor the ongoing implementation of, and ongoing assessment of, the District's Strategic Goals and annual Institutional Objectives, as well as district-wide operational targets and goals in an effort to achieve the District's Strategic Goals and annual Institutional Objectives. Further, the Participatory Governance Council makes recommendations regarding the district's integrated improvement plans and monitors the progress and effectiveness of the integrated improvement plans.

The Participatory Governance Council identifies district-wide issues for discussion and follow-up and makes referrals to other PBIM Committees; to include the ongoing evaluation of delineation of functions

between the District Service Centers and the four Colleges; as we;, as to work to assure collaboration among the Colleges in addressing and maintaining ACCJC Accreditation Standards.

The Participatory Governance Council advises the Chancellor on matters referred by the Colleges and/or other PBIM Committees and the PBC and advises the Chancellor on matters related to the development and revision of Board Policies and District Administrative Procedures.

The Participatory Governance Council aims to monitor and evaluate the overall effectiveness of the Planning and Budgeting Integration Model and recommends any needed changes that might enhance effectiveness.

## 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 and coordinate the success of each College based on a district-wide perspective.
- C. **Ensure Consistent Committee Engagement:** Committee members are expected to attend all meetings. If a member misses three meetings, the Committee Chair will request a replacement.
- D. **Commit to adhering to the PBIM Bylaws and Common Goals:** 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 Planning-Budgeting Calendar:** Each Committee/Council will perform its responsibilities according to the timelines set in the annual PCCD Integrated Planning-Budgeting Calendar.
- F. **Provide Ongoing Two-Way Communication:** The process is structured around two-way communication between the Colleges and the PBIM subject-matter Committees; the subject matter committees and the Planning and Budgeting Council; and between the Chancellor and the Participatory Governance Council.
- G. **Maintain a Transparent Process:** PBI meetings are open to all, with opportunities for comment provided. Adopted minutes will be published and posted on the web on a timely manner. Committees can use a variety of methods to broaden dialogue and enhance communication, for example, inviting guest presenters, making site visits, scheduling listening sessions, holding meetings at the Colleges, etc.
- H. **Ensure the Official Advisory Capacity of the PBIM:** Only formally appointed Committee members can participate in official Committee deliberations and decisions. Agendas will include time for non-member comments.

### Reference:

Title 5 Section 55007  
Peralta Planning and Budgeting Integration Model Manual

Approved by the Chancellor: March 13, 2012

Revised and approved by the Chancellor: December 12, 2017