The Planning and Budget Council (PBC) participated in an assessment of its processes at the January 29, 2016, meeting. The members of the PBC felt that the PBC had a transparent process that facilitated shared governance by providing input on planning and budgeting and by producing recommendations that helped the Chancellor make informed decisions by looking at the big picture rather than individual unit needs.

However, members felt that the feedback between those on the PBC and their constituent groups and the Deans and their departments needed to be improved and that Human Resources needed to be aware of the personnel requests that the PBC approved so that personnel decisions could be enacted in a timely manner.
1. Justify and validate purchases most important/needed by the campus. The results collectively reflect the members’ ranking of the requests – 5

Allows for a look at the bigger picture – 5

Human Resources may need to be aware of approved requests to process them in a timely manner - 5

Department reps = campus-wide representation and improved opportunities for shared governance -5

2. To develop strategic plan/implementation – 4

Gives the campus the opportunity to provide input on planning and budgeting to the Chancellor -4

Feedback from groups being represented. Better communication between representatives and their units and between Deans and their departments (follow channels for vetting and reviews) - 4

The rating survey results help the Chancellor make decisions – 4

Allows for transparency – 4

3. Create sub-committees to report back with recommendations – 3

Unusability of PBC website - 3

The great leadership – 3
1. What in PBC process IS working?

Department reps = campus-wide representation and improved opportunities for shared governance -5

The rating survey results help the Chancellor make decisions – 4

Allows for transparency - 4

The great leadership – 3

Brainstorming and productive useful discussions - 2

The efficient posting of minutes, agenda, OEP’s, rating and documentation

Caring for other departments needs and wants

Having input/insight into the strategic plan

Some history re budgeting decisions is accessible for new members to review, but we don’t always know what actually got funded

Thank you Dorene and helpers for coffee/snacks

You get quarterly budget updates

It has improved the process of aligning decision-making with assessment data
2. What in the PBC process is NOT working?

Unusability of PBC website - 3

Not everybody gets what they want – 2

People will vote for what they feel is most important for their area. (one group disagrees with this statement and trusts that people are making decisions for the benefit of the college) – 2

List of requests is sometimes too long – 2

Process takes too long. Approved requests are not done until the next fiscal year. – 2

Need to close the loop. Make known what was purchased. – 2

Complicated/cumbersome request form – 2

Submittals of documentation/PBC requests are tardy

Historically, PBC is not shared back to constituent units

Follow thru is needed if requests are not approved. Submit year after year. Don’t give up.

Could have additional input from Admin Team (PBC -> Admin ->campus)

Need to be able to revise Department Report Template
3. How can the PBC process be improved?

Human Resources may need to be aware of approved requests to process them in a timely manner - 5

Feedback from groups being represented. Better communication between representatives and their units and between Deans and their departments (follow channels for vetting and reviews) - 4

Create sub-committees to report back with recommendations - 3

Projected goals should be presented annually to members - 2

Pay attention to the importance of PBC

Timely submissions

Hire a webmaster – benefits way beyond just PBC

Limit the time for presentation of requests = too time consuming

Use google forms
4. How does the PBC relate to the Mission?

Allows for a look at the bigger picture – 5

Includes giving voices to the entire campus – 2

Requests made are expected to be made with the mission in mind

Annual review process allows for innovation = current and changing needs

Mission criteria included in documented budget request leads to targets aligned with the strategic plan = indirectly supports mission

Serves as the primary governing entity to accomplish the goals of the mission

Ensures lifelong learning
5. How are the results of the PBC used?

Justify and validate purchases most important/needed by the campus. The results collectively reflect the members’ ranking of the requests – 5

Gives the campus the opportunity to provide input on planning and budgeting to the Chancellor – 4

To develop strategic plan/implementation – 4

Helps get additional grants/funding - 2

To provide assessment data for accreditation purposes
Overall Prioritization

1. Justify and validate purchases most important/needed by the campus. The results collectively reflect the members’ ranking of the requests – 5
   Allows for a look at the bigger picture – 5
   Human Resources may need to be aware of approved requests to process them in a timely manner - 5
   Department reps = campus-wide representation and improved opportunities for shared governance -5

2. To develop strategic plan/implementation – 4
   Gives the campus the opportunity to provide input on planning and budgeting to the Chancellor -4
   Feedback from groups being represented. Better communication between representatives and their units and between Deans and their departments (follow channels for vetting and reviews) - 4
   The rating survey results help the Chancellor make decisions – 4
   Allows for transparency – 4

3. Create sub-committees to report back with recommendations – 3
   Unusability of PBC website - 3
   The great leadership – 3

4. Helps get additional grants/funding – 2
   Includes giving voices to the entire campus – 2
   Projected goals should be presented annually to members - 2
   Not everybody gets what they want – 2

   People will vote for what they feel is most important for their area. (one group disagrees with this statement and trusts that people are making decisions for the benefit of the college) – 2

   List of requests is sometimes too long – 2

   Process takes too long. Approved requests are not done until the next fiscal year. – 2

   Need to close the loop. Make known what was purchased. – 2

   Complicated/cumbersome request form – 2

   Brainstorming and productive useful discussions - 2
5. Requests made are expected to be made with the mission in mind

Annual review process allows for innovation = current and changing needs

Mission criteria included in documented budget request leads to targets aligned with the strategic plan = indirectly supports mission

Serves as the primary governing entity to accomplish the goals of the mission

Ensures lifelong learning

Pay attention to the importance of PBC

Timely submissions

Hire a webmaster – benefits way beyond just PBC

Limit the time for presentation of requests = too time consuming

Use google forms

Submittals of documentation/PBC requests are tardy

Historically, PBC is not shared back to constituent units

Follow thru is needed if requests are not approved. Submit year after year. Don’t give up.

Could have additional input from Admin Team (PBC -> Admin -> campus)

Need to be able to revise Department Report Template

The efficient posting of minutes, agenda, OEP’s, rating and documentation

Caring for other departments needs and wants

Having input/insight into the strategic plan

Some history re budgeting decisions is accessible for new members to review, but we don’t always know what actually got funded

Thank you Dorene and helpers for coffee/snacks

You get quarterly budget updates

It has improved the process of aligning decision-making with assessment data