

2020-21 Planning & Budget Committee Self-Assessment Report

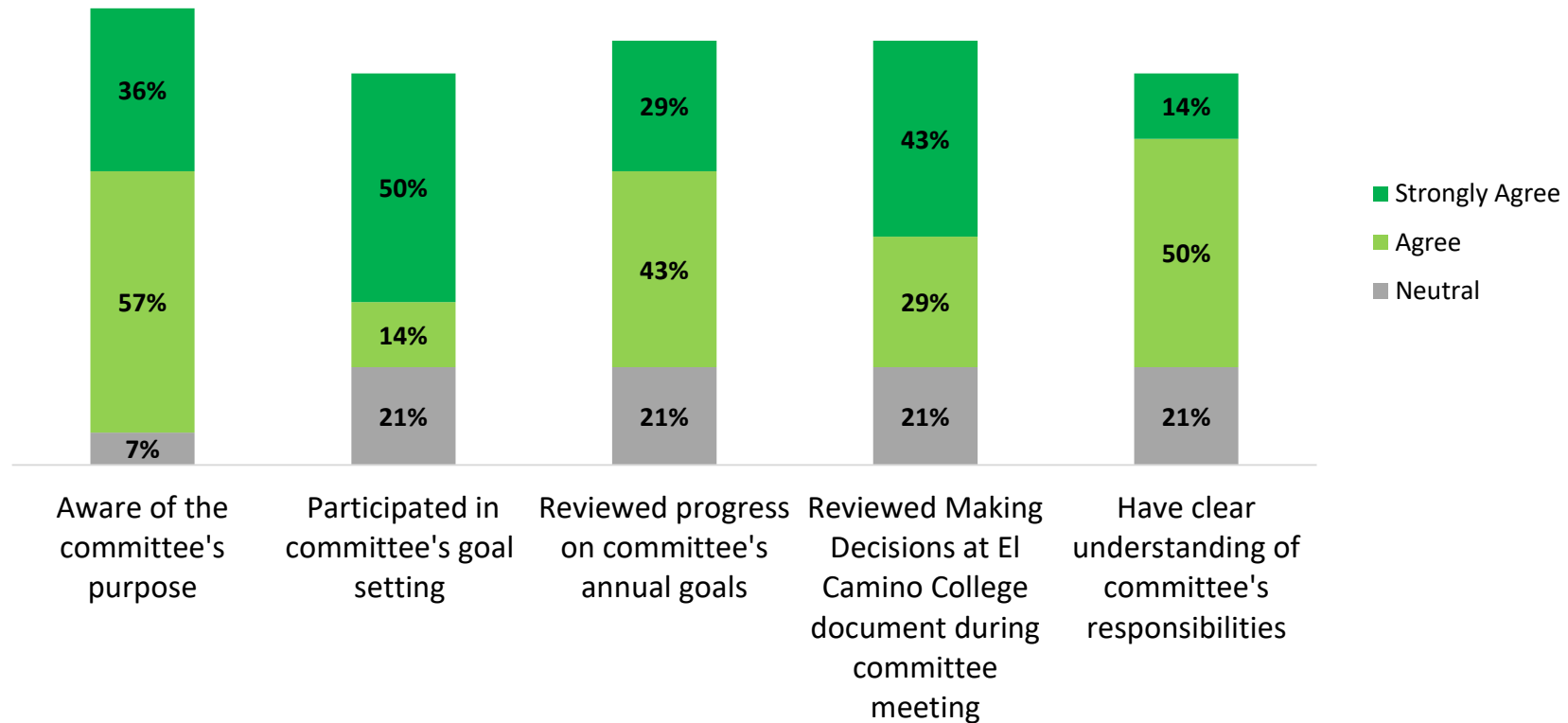
INSTITUTIONAL RESEARCH & PLANNING

Assessment Areas

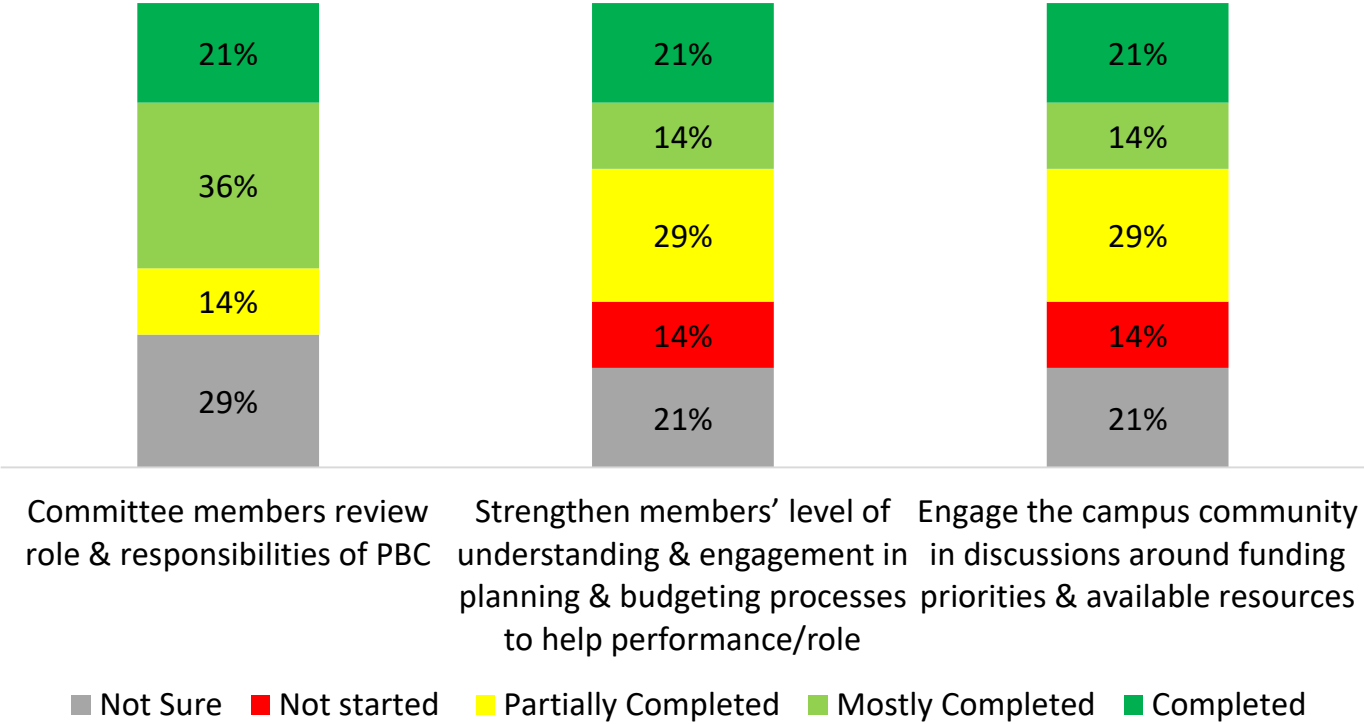
1. Purpose, Goals & Tasks
2. Committee's Functioning
3. Decision-Making Effectiveness & Communication

Response rate: 64% (14 out of 22 respondents)

Purpose, Goals & Tasks Findings



Completion of PBC Goals



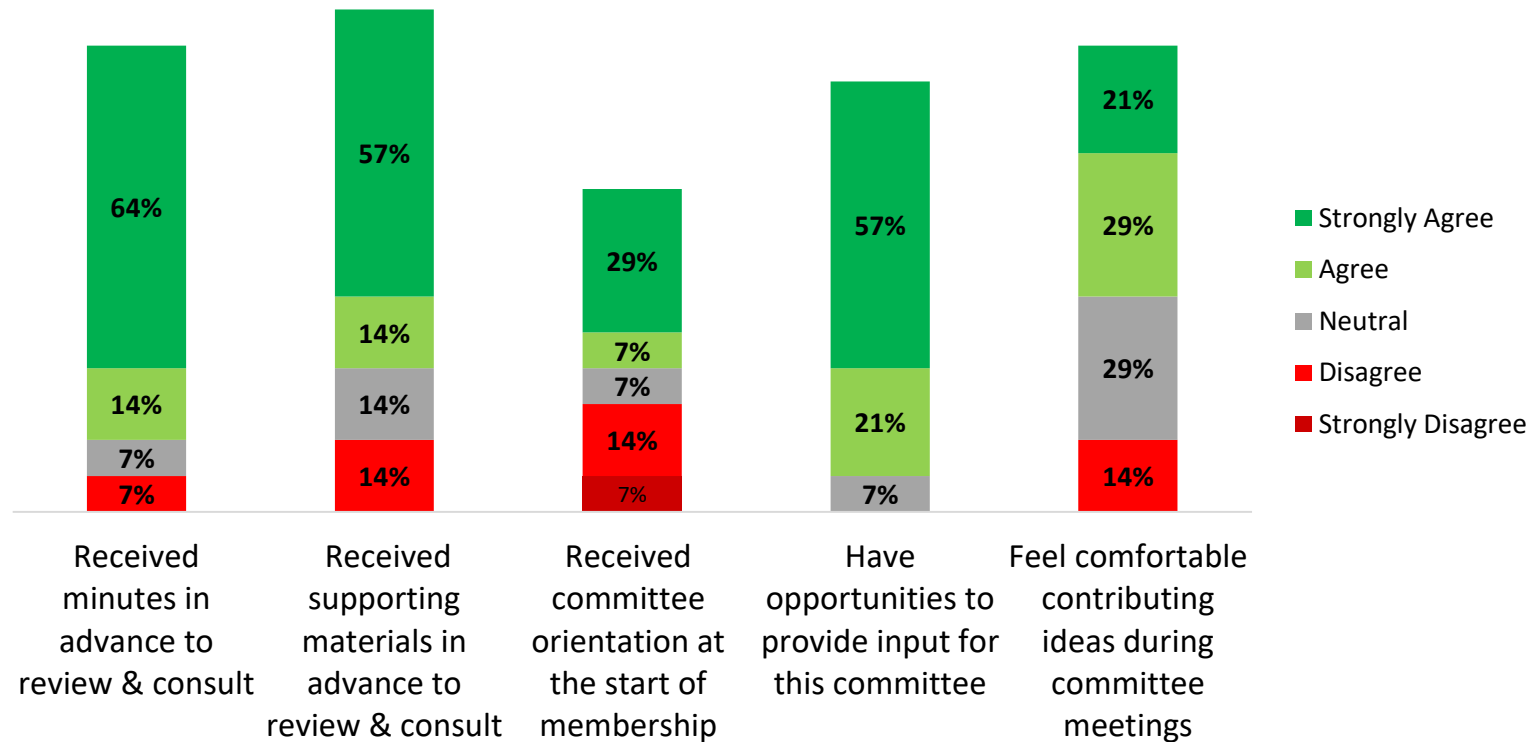
Accomplishments Mentioned by Respondents

- Reviewed self-assessment survey report and developed goals based on the survey.
- Reviewed PBC annual goals report.
- Reviewed and clarified new annual program planning and budgeting process. Co-chairs helped clarify the purpose and expectations of the new process.
- Agreed to end the meeting with verbal summaries to provide consistency in reporting PBC updates to constituent groups.
- Fiscal services survey results were informative. It would be greatly appreciated if improvements suggested in the survey are implemented (transparency, simpler system training, and easier to understand budget reports).
- Aligned PBC membership with *Making Decisions at ECC* document.

Improvements Mentioned by Respondents

- Define what "all campus-wide annual planning and budgeting issues" are within the PBC's scope of work.
- Review PBC membership as many committee members (e.g.: VPs) that used to participate in PBC did not come anymore, as the *Making Decisions at ECC* document did not list them as part of PBC.
- Review the budgetary process within annual planning related to replacement of items (Division supplies budget is not enough).
- Review annual planning timeline to ensure it is created with faculty input.
- Have PBC more involved in the process to allocate funds (American Rescue Plan).
- Focus on long-term planning and continual monitoring of key goals rather than annual review.

Committee's Functioning Findings



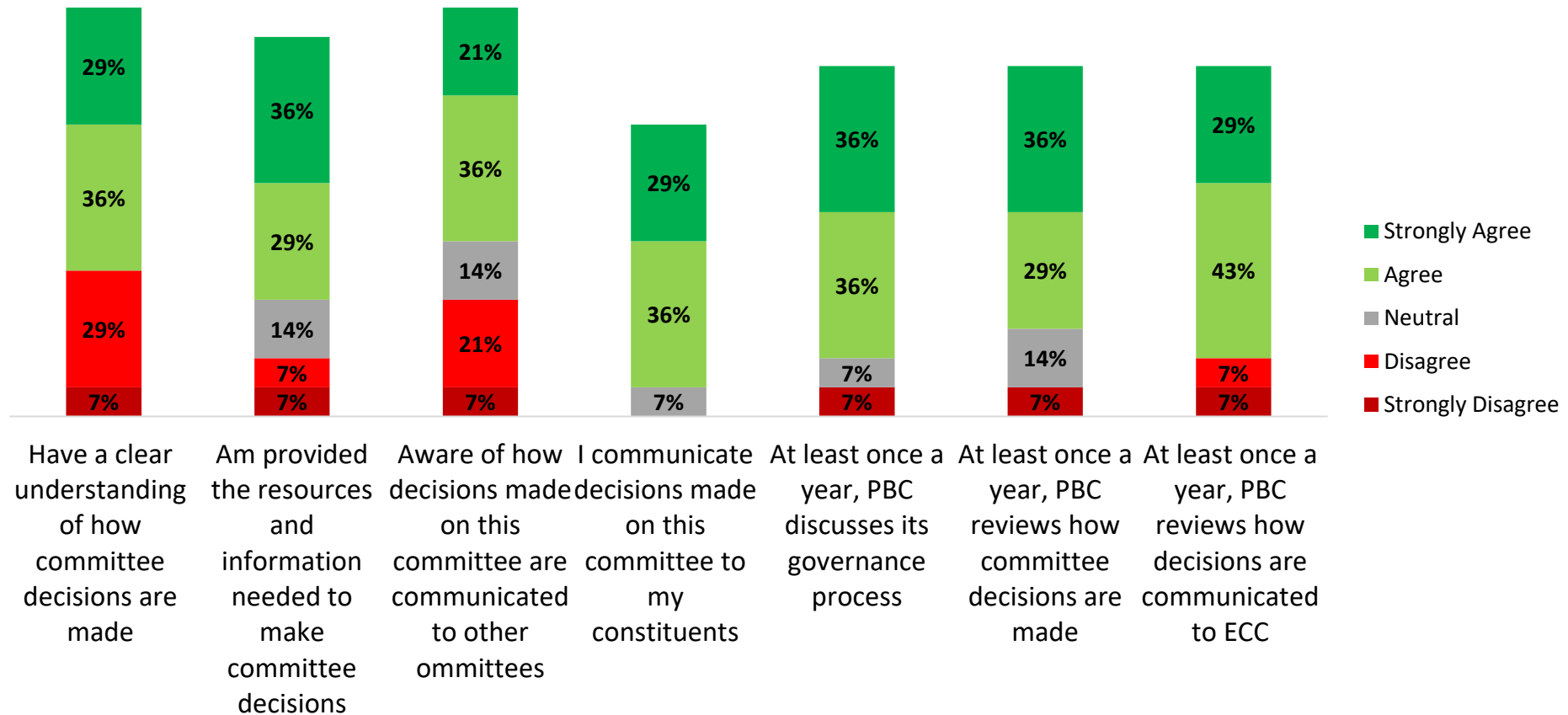
Accomplishments Mentioned by Respondents

- Solicited opinions and ideas from the committee.
- Developed a PBC Charter.
- PBC members participated more actively in meetings.
- Better organized PBC's agendas.

Improvements Mentioned by Respondents

- Ensure more coordination between co-chairs.
- Make more robust PBC members orientation.
- Bring to PBC more planning and budgeting training, specific to PBC members and their role to better participate in meetings.
- Continue encouraging more active participation from committee members.
- Clarify tasks of the committee throughout the year.
- Increase transparency and accuracy of responses to questions raised in PBC meetings.

Decision-Making Effectiveness & Communication Findings



Accomplishments Mentioned by Respondents

- There was open dialogue about budget cuts.

Improvements Mentioned by Respondents

- Bring to PBC greater understanding of the budget development process, its components, and purpose.
- Discuss how the budget reflects the District's mission, vision and priorities.
- Develop monthly budget updates so that PBC members can distribute among their constituents.



Thank You
Questions?