Summary Memo – IBPC April Session

Date: April 10th, 2026
To: IBPC Members
Subject: Summary Memo (April 7th Session)

A. Council Meeting Overview

This memo is intended to provide a brief summary of the topics discussed at the April 7th IBPC meeting, including feedback provided through pre-work. This summary is organized by agenda segments and includes the segment objective and a summary of discussion highlights.

- As it was the first week of the spring term, with a recent return to work, there was no **pre-work** for the meeting. In-session, the group received the following documents for review:
  - Updated Charter
  - In-Meeting Active Engagement Form
- **Post-session**, the group received the Budget Process Readjustment Values document, the guiding themes generated from the March IBPC feedback that will inform the revised budget process and '27 – '29 timeline, alongside the core design issues we'll need to address as a group.
  - The group also received a post-session engagement form to deliver additional feedback on the document by 4/16.
- Meeting attendance
- Meeting recording

B. Agenda Item – Opening Sequence

- ***Objective:*** *To provide an overview of the session and close the feedback loop from the March meeting.*

- ***Discussion Summary:*** *Members were reminded that, at the IBPC orientation, we had discussed revisiting the IBPC's scope in six months time, and that we would return to the scope in this session to begin preparing for next year.*

  The members then received an overview of actions taken based on the March feedback, including the creation of the above-noted Budget Process Readjustment Values document, which will serve as a guide in developing the first pass of the draft '27 – '29 budget development timeline and revised process for the institution. The members were informed that the IBPC will review and deliver feedback on a draft of this new timeline and process in May (which will then be processed and shared back to Cabinet). The members were also informed that over the course of the next meetings, the Council will need to take on the core design issues that emerged from their March feedback.

C. Agenda Item – Structure and Scope Considerations for IBPC

- ***Objective:*** *To revisit IBPC's structure and scope to begin planning for next year.*

- ***Discussion Summary:*** *The members received a reminder of the IBPC's purpose and intent from the charter, along with an overview of what has been achieved relative to the existing scope of work since the October orientation.*

  The members then received an overview of updates that have been introduced to the charter based on learnings generated from the ongoing work with different shared governance bodies at PCC (as IBPC was selected to inform the collective understanding of what shared governance looks like in practice at the institution). Through a table exercise, members then generated feedback on the charter updates, the existing scope of work, membership recommendations, and priority recommendations for the '26 – '27 scope of work. Highlights from the feedback are included below:

- **Feedback on the Co-Chair Structure:**
  - Open **co-chair roles beyond administration**.
  - Consider **staggered co-chair terms** to avoid starting over with new leadership too frequently.
  - Consider **an Executive Committee model** with representatives from each employee group (Classified, PT Faculty, FT Faculty, Academic Professional, Confidential, and Management).
  - Recommendation that we may want to always have **one chair from the Finance department**.
  - *Key questions*: What are the most **important qualifications** needed for the role? Should the **CFO have oversight** or a permanent ex-officio role? Will **administrative support** (for logistics, notes, and agenda prep) be provided, regardless of who serves as a co-chair?

- **Feedback on the Existing and Future Scope of Work:**
  - **Narrow the future scope**, as the existing scope feels too large.
  - Deliver the next scope with **more specific, plain language**, more tangible outcomes, and consider SMART goals.
  - Focus on **fewer priorities**, as even one or two well-executed items would be valuable.
  - **Clarify lanes of responsibility** between IBPC, Cabinet, and PLT with regards to budget reduction decisions; clarify what IBPC will be delivering feedback on with regards to reductions.
    - Consider replacing "reduction" with "adjustment" to encourage growth scenarios.

- Separate out the **Budget Reduction Framework as a core, urgent priority**, and provide clarity on the exact process for reductions.
- **Position IBPC to move faster** overall to impact the shape of the '27 – '29 budget.
- Establish financial literacy across IBPC membership for a **common understanding of PCC's financial situation**, and the situation across OR and higher education, to avoid split narratives.
- Keep **incomplete tasks** from prior years in the future scope in some form.
- **Tie planning to budget development** more closely.

- **Feedback on the Meeting Structure & Process:**
  - Allow for **more time for deliberation**.
  - Settle on a **process for making decisions** together, so we can move toward meaning-making and active consideration of data.
    - *Individual Note of Feedback:* Establish a clear, transparent **process for building and approving agendas**.
  - Create **subcommittees to distribute the workload** and allow deeper dives into specific issues.
    - Consider ad hoc or working meetings outside of the in-person meetings.
  - Showcase **examples of completed work** in connection to scope items; build in **monitoring and accountability** (e.g., audits or assessments) to **measure success**.
  - Establish a formal process of **tracking IBPC recommendations**.
  - *Individual Note of Feedback:* Develop a **shared glossary** of terms for use in IBPC documents.
  - *Individual Note of Feedback:* Move to **formal meeting minutes** to promote accountability and a shared record of decisions.

- **Feedback on the Membership:**
  - Create **more space for SMEs**, particularly from Finance/Budget staff.
  - Include **more faculty voices**, particularly part-time faculty representation, and perspectives from the EAC chairs and Faculty Development Coordinators.
  - Include **more classified staff**, particularly Federation-appointed classified representatives.
  - Include more perspectives from **Operations, PSEC, and Academic Affairs**.
  - Create **more opportunities for student voice** to provide input before decisions are made.
    - *Individual Note of Feedback:* Consider having IBPC representatives attend and share info with student leaders at **ASPCC meetings**, or use the student government to solicit feedback directly on items.
  - Clarify **attendance expectations**.
  - *Key questions*: Are ex-officio members permanent? Are voting members elected for three years, and then someone else can be appointed/selected?

D. Naming Feedback Loops

The below ideas were pulled from throughout the meeting dialogue and feedback, and identified as potential agenda topics or activities for future sessions and/or resources the Council might develop.

- Draft the first pass of the revised budget process and '27 – '29 timeline based on the IBPC's feedback (feedback themes can be found in the Budget Process Readjustment Values document, along with any future additions from the post-session engagement form).
    - Share the process and timeline drafts with the IBPC for review and feedback in the May meeting.
- Revisit the charter and begin planning the '26 – '27 IBPC annual scope based on the feedback provided.

All feedback loop items from the previous sessions can be found in the summary memos from October, November, December, January, February, and March.

- Items addressed from the previous feedback loop sections:
    - The IBPC's March feedback on the current budget process and ideas for revisions was pulled into the Budget Readjustment Values document, which processed the feedback into a series of values, and design issues, that will inform the development of the '27 – '29 timeline and budget process revision.