

Portland Community College

Integrated Budget and Planning Council

Scope Creation Date: July 28th, 2026

Purpose

The Integrated Budget and Planning Council (IBPC) serves as Portland Community College's primary governance body responsible for aligning institutional resources with strategic priorities through collaborative budget development and comprehensive planning processes.

- ❖ **Primary Function:** The council integrates budget planning with institutional planning to ensure PCC's financial resources directly support and advance the college's mission, strategic goals, and educational priorities.
- ❖ **Connection to Strategic Priorities:** The IBPC's work ensures that resource allocation decisions are data-informed, transparent, and directly connected to PCC's strategic plan, supporting student success, institutional effectiveness, and long-term sustainability.

Intent

The Integrated Budget and Planning Council exists to foster a culture of transparent, inclusive, and strategic resource stewardship that strengthens PCC's ability to serve its students and community.

As a result of the council's work:

- PCC will have a transparent, well-understood budget process that clearly links financial decisions to institutional priorities and student success outcomes
- Resource allocation will be optimized through collaborative planning that breaks down silos between divisions and promotes cross-functional solutions
- The college community will have meaningful opportunities to provide input on budget priorities and understand how financial decisions are made
- Budget planning will be proactive rather than reactive, with multi-year forecasting that anticipates challenges and opportunities
- Data-driven decision-making will guide resource allocation, ensuring investments yield measurable improvements in student outcomes and institutional effectiveness
- Trust in the budget process will be strengthened through consistent communication, clear documentation, and regular assessment of budget decisions' impact on college priorities

Annual Scope of Work ('26 – '27)

What is the Work? (Outcomes)	Work Product(s) / Deliverable(s)	<u>Decision-Making Authority</u>	Forcing Events	Deadline
Launch a new '27 -'29 budget biennium process	Finalize and operationalize adjustments to the '27 - '29 budget biennium process (which includes the review and ratification of the Budget Process Subcommittee recommendations) Integrate the budget reduction criteria and principles into the '27 - '29 budget biennium process	Binding Decision	In October, divisions and departments need to begin working on their budget development sheets	10/13/26
Activate vehicles to strengthen collegewide budget and budget process literacy	Schedule of information sessions and associated activities	Informational Product	Legislative sessions in January	01/19/27
Draft integrated budget- and metrics-informed strategic planning process	Design a process map that overlays the strategic planning-related components to the budget development process	Recommendation	Need alignment between strategic planning and budget development processes for respective rollouts	June '27

Membership

Tri-Chairs: The tri-chairs are selected through a self-nomination and membership voting process that does not require tri-chairs to represent a specific employment classification or campus.

Ways of Working: PCC's governance group participants will maintain the following principles, values, and behavioral expectations guiding group operation and collaboration:

❖ Core Operating Principles

- *Shared Accountability:* Every group member accepts responsibility for active participation and informed decision-making.
- *Transparency:* All deliberations, disagreements, and decision rationales will be documented, so groups can be transparent about how perspectives shaped decisions.
- *Inclusive Excellence:* Group members will engage in applying and, when possible, embodying the principles of PCC's inclusive excellence framework through their work:
 - Access and success: Creating equitable pathways for recruitment, retention, advancement, and success.
 - Climate and intergroup relations: Fostering a culture of belonging, respect, and inclusion where all individuals feel valued and supported.
 - Education and scholarship: Designing teaching practices, curricula, and professional development with intentionality to advance equity, inclusion, and social justice.
 - Infrastructure and investment: Supporting and advancing equity across the college through policy, resources, structures, and investments.
 - Community engagement and partnerships: Fostering meaningful partnerships with local communities to enhance social, educational and economic well-being.

❖ Communication Standards

- *Constituency Connection:* Group members commit to regular communication with their constituencies, reporting back on group activities and decisions.
- *Multi-Tiered Information Sharing:* Groups will utilize appropriate communication strategies for sharing information with different audiences, ensuring information reaches stakeholders through channels suited to their role and need for detail.

❖ Meeting Operations and Collaboration

- *Structured Facilitation:* Groups will follow consistent meeting protocols that support productive dialogue, efficient decision-making, and clear documentation of outcomes.
- *Preparation and Follow Through:* Members will come prepared for discussions, contribute meaningfully to deliberations, and follow through on commitments made.

Appointment of Members: Membership for IBPC will be structured within a representative model. In this model, each constituent association/department/unit/group at PCC will be responsible for selecting or appointing members to serve on the Council, using whatever process that respective group feels is most appropriate (direct appointment, election, or another method), including membership renewal practices. IBPC members will be expected to communicate relevant information from the IBPC meetings back to the members of their sponsoring association/department/unit/group, reporting on key progress or developments, and to bring forward at IBPC meetings key questions or concerns raised by individuals in their association/department/unit/group. This structure is intended to ensure a wide range

of the PCC community has a respective point person they can look to for updates from meetings or to communicate perspectives they would like relayed to the Council.

See below for the member roles, titles, and respective represented groups from the original charter:

Membership Representation:

- Executive Vice President (Co-executive sponsor)
- Vice President and CFO, Finance and Business Services (Co-executive sponsor)
- Academic and Career Pathways Managers (2)
- Student Affairs Executive Dean
- Enrollment Management Representative
- Government Relations Representative
- Faculty Representatives (3)*
- Staff Representatives (3)*
- Student Representatives (3)
- Executive Assistant, record-keeping (2)

**Faculty and Staff representatives will include at least two members identified as representing FFAP (one faculty and one AP) and one representing FCE.*

Ex Officio Members:

- Assoc. Vice President, Operations
- Assoc. Vice President, Finance
- Assoc. Vice President, Information Technology
- Chief Communication Officer
- Dean, Effectiveness and Planning
- Director, Institutional Effectiveness
- Manager, Strategic Planning
- Representative, Office of Planning & Construction
- Director, Facilities Management
- Director, Risk Management
- Representative, Foundation

Ex Officio members will provide information and expertise but will not be voting members of the Council.

Term Limit Information: Standard term limits include up to 3-year rotating memberships (with options for renewal based on the practices of a member's appointing body) for standing members to facilitate consistency and opportunities for new perspectives.

Decision-Making Authority

The council's scope of work delineates a binding authority for the first workstream, the creation of an informational product for the second workstream, and an advisory output (recommendation) for the third and final workstream. The decision of the council members for the binding authority workstream will be final and represented within the meeting notes and the final work products for the workstream. The

recommendations generated by the council members for the third workstream will be submitted to the college President and the President's Cabinet for final approval.

Group Logistics

Frequency: Monthly 90-min meetings, typically scheduled on the second Tuesday of the month from 2pm to 3:45pm, starting in September.

Location: IBPC meetings will be held in-person to support active engagement and collaboration.

Meeting Agendas: With strategic input from the executive sponsors, the co-chairs hold responsibility for setting meeting agendas that advance the designated scope of work. Agendas should maintain a responsiveness to the members and support their ability to effectively contribute to the required scope of work deliverables.

Meeting Schedule (all meetings from 2 to 3:45pm):

Sept 8th, Oct 6th, Nov 10th, Dec 8th, Jan 12th, Feb 9th, Mar 9th, Apr 6th, May 11th, June 8th

Council Resources: [IBPC Website](#)