

Miles Community College Planning, Budget, And Assessment (PBA) Guidelines

PURPOSE

MCC's Planning, Budget, and Assessment (PBA) process facilitates the alignment and prioritization of initiatives throughout the college in support of MCC's Vision 2020: Pioneering Our Future document, mission, NWCCU core themes, and annual strategic plans and their relationship with annual budget allocations. The college, as well as its divisions, follows a planning model in which annual objectives, strategies, and action plans are defined and progress is assessed through self-evaluations and environmental scans of the operating environment. Based on assessment, strategic initiatives are developed and prioritized in support of long-term goals and annually identified college-wide areas of focus. The PBA conversations provide a forum to promote collaboration, alignment, integration, and transparency in discussing initiatives, priorities, and the annual allocation of resources. To facilitate the process, a PBA Committee is developed to review, assess, and approve the various department, unit, and program plans.

PBA COMMITTEE

The MCC PBA Committee consists of the President's Cabinet.

GUIDING PRINCIPLES FOR RESOURCE ALLOCATION

The following principles provide guidance for the resource allocation process and decision-making:

- Aligned with MCC's Vision 2020, mission, core themes, strategic enrollment plan, and annual strategic plans.
- Transformational and strategic in moving forward the college's plans and long range vision as stated in the Vision 2020 document.
- Promote innovation to increase student success, academic achievement, workforce training, and overall efficiencies.
- Build capacity in preparation for projected enrollment growth.
- Strengthen foundations for success under current and future funding models (state funding model allocation).
- Fulfill commitments made during legislative and trustee review processes.
- Decisions made over an appropriate period of time with provision for one-time allocations as on-going commitments are identified and implemented.
- Concentrate on recruiting and retaining qualified faculty and staff.
- Maintain services and quality education at an affordable rate.

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PBA REQUEST PREPARATION, SUBMISSION, AND PRIORITIZATION

All units, departments, and program requests must be submitted through the PBA Process using the Review and Request Form and the Budget Form. This system will be available for units, departments, and programs to complete and submit beginning February 1 of each academic year. Unit, department, and program leaders may submit updated requests should initiatives change and/or new opportunities arise. New opportunities may arise out of collaboration with others' initiatives.

PBA Packages must be completed and submitted to the Divisional Leads (Vice President or Dean) by February 12. The Division Lead will submit approved PBA Packages to the PBA Committee by March 1.

A completed PBA Package will include:

- **The PBA Review and Request Form (on the website)**
- **The Budget Form (will be emailed)**

Requests for new resources and/or new salaried positions should be submitted through the PBA process regardless of funding source. Requests for resources from non-general funds require the identification of non-general fund revenue to support the request.

In the process of developing and prioritizing requests, divisional supervisors are encouraged to hold PBA discussion(s) within their areas of supervision and involve their respective leadership teams. Prior to the PBA Committee conversations, prioritization need only occur at the divisional level.

Divisions are encouraged to collaborate on projects that meet joint needs or leverage services and activities. Leaders are encouraged to consolidate, as appropriate, requests to reduce the number of low dollar requests. Requests for compensation increases are not appropriate PBA requests but should be directed through the appropriate leader to Human Resources.

In order to facilitate information for PBA Committee decision-making, deadlines established and communicated by the president/budget office must be adhered to.

Training will be provided, if requested, in January and February. Examples are posted on the MCC Faculty and Staff webpage. Questions regarding the PBA Review and Request system or process may be directed to the president or budget director.

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TIMELINE AT A GLANCE:

September – December:	Individual unit, department, and program leads evaluate previous year PBA strategy outcomes for alignment with developed and introduced annual strategic and action plans. This is the time to review previous PBA Requests and Budgets.
January – February 12:	Prepare new draft PBA Review and Request Form and Budget Form. Submit PBA Package to Division Leads by February 12.
February 13 - 28:	Division Leads review and prioritize PBA Packages with input from individuals who made the requests.
March 1:	Division Leads submit PBA Packages to PBA Committee.
March 2 - 14:	Individual Committee Members review, evaluate and prioritize PBA Packages.
March 15 - 31:	PBA Committee reviews prioritized PBA Packages, establishes annual budget projections and investment abilities, and conducts hearings to review forms. PBA Committee reviews annual strategies of each unit, department, and program confirming alignment with college plans.
April 1 – May 31:	PBA Committee prepares, formulates and finalizes annual budget and process for Board of Trustee approval.

IF YOU HAVE QUESTIONS OR DO NOT UNDERSTAND THE FORMS, PLEASE ASK FOR HELP.