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Respondent  
2 Mary Lamb

**00:32**  
Time to complete

1. Committee Name: \*

- Education Action Plan (EAP)
- Planning and Budgeting (PBC)
- President's Policy Advisory Council (PPAC)
- Facilities and Safety
- Outreach and Marketing
- Professional Development
- Staffing
- Student Learning Outcomes Team (SLOT)
- Technology
- Academic Senate
- Associated Students of Mendocino College
- Classified Senate
- Management Team
- Academic Review
- Curriculum
- FLEX
- Accreditation Steering
- Enrollment Management
- Equal Employment Opportunity (EEO)
- Guided Pathways Leadership Team
- Distance Education
- Professional Development Leave
- Health Benefits
- Tech Review
- Mendocino Coastal Field Station

2. Committee Chair: \*

Tim Karas

### 3. Background and Purpose: \*

Reference text: [https://www.mendocino.edu/sites/default/files/committee\\_handbook\\_2012\\_archived\\_0.pdf](https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf)

The Planning and Budgeting Committee (PBC) is responsible for overseeing the development of and recommending to the Superintendent/President the various planning documents of the District including the Strategic Plan, the Educational Master Plan, the Facilities Plan and the Technology Plan and for prioritizing budget requests based upon those planning documents. The PBC receives recommendations from the other participatory governance planning committees once they have reviewed and prioritized program and staffing requests submitted through program reviews.

### 4. Typical Actions/Decisions: \*

Reference text: [https://www.mendocino.edu/sites/default/files/committee\\_handbook\\_2012\\_archived\\_0.pdf](https://www.mendocino.edu/sites/default/files/committee_handbook_2012_archived_0.pdf)

Receive recommendations/updates from planning committees  
Review work of planning committees  
Assure information is available to appropriate groups/constituents  
Allocate resources  
Integrates planning and budgeting  
Recommend action on personnel issues such as replacement, hiring  
As an outcome of the planning retreats, produces and recommends a Strategic Master Plan to the Superintendent/President for adoption by the Board of Trustees.

## Meeting Schedule

*Indicate meeting day(s), time and frequency*

### 5. Frequency of Meetings \*

- Weekly
- Bi-Weekly
- Monthly
- As Needed
- Other

### 6. Day of the Week: \*

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday

### 7. Time of day: \*

- 2:00 PM

## Committee Composition

8. Please indicate which groups are represented in your committee and the numbers of members for each group (select 0 if you do not have representation of a specific group in your committee)

	0	1	2	3	4	5	6
Faculty	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Administrator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Classified	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Part-Time Faculty	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Students	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Manager	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

9. Average Term lengths of Committee Members: \*

*Select all that apply*

- 1 year
- 2 years
- 3 years
- 4 years
- Nature of Position
- Other

10. Members Chosen by: \*

*Select all that apply*

- Constituent Appointment
- Position in Constituent Group
- Employment Position
- Resource Member
- Other

11. Experience Required for Membership: \*

None

Other

## Academic Year Membership

Please go to this site: <https://www.mendocino.edu/about/mlccd/institutional-research/committee-goals-and-descriptions>, click on the yellow link "Committee Membership", download the file and input member names. Then upload the file to this section.

12. Committee Membership 2023-2024 \*

***Upload Membership Template - After this, you will be prompted to submit your form. Please check the box "Send me an email of my responses" for your records.***

 [committee\\_membership\\_2023-24\\_Mary\\_Lamb.xlsx](#)