

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
April 8, 2011**

Present:

Mike Adams, Co-Chair, Academic Senate President (non-voting)
Gaither Loewenstein, Co-Chair, MJC President (non-voting)
Jenni Abbott, Director of Grants & Resource Development
Kevin Alavezos, Academic Senate appointee
Paul Cripe, Academic Senate appointee
Lori Dangerfield, CSEA appointee
Rosanne Faughn, CSEA appointee
Carmen Fernandez, Vice President of College Administrative Services
Kenneth Hart, Director of Research and Planning (ex-officio)
David Ward, YFA appointee
Robin Jones, ASMJC Student Rep

Absent:

Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jim Clarke, Technology/Distance Education Liaison (Academic Senate appointee)
Rose LaMont, YFA Budget Analyst
Don Low, Vice President of Student Services
Maurice McKinnon, Instructional Dean
Dale Pollard, Faculty Career Technical Education Liaison (Academic Senate appointee)
Martha Robles, Student Services Administrator
Karen Walters Dunlap, Vice President of Instruction

Check In – What are you Hearing? (not recorded)

Business

1. Review of Minutes

Action Item

Kevin Alavezos requested that his sentence regarding the budget process discussion read as follows: *Kevin Alavezos asked if PBC members should still be thinking of the college as a whole and not their specific area when considering budget discussions. That was the original charge of this body.*

The minutes of March 25, 2011 were approved by thumbs up vote as corrected.

2. AIE Recommendations on Prioritization Process

Mike Adams reported: There is a fairly large number of people who feel there was not enough communication. A lot of people did not realize that program review played a significant role in the prioritization process.

Gaither Loewenstein reminded members: Every one of the members of this committee represents a constituent group. At the constituent meetings, there should be a standing item reporting out from PBC. The deans need to do a better job of communicating these items to faculty and staff. There are going to be two new deans and one less division. Hopefully, the new deans will be aware of the importance of communicating this information. Reassignment of some disciplines into different divisions will take place.

Ken Hart informed members that training will take place for program review. Gaither added that this year, we are supposed to be focusing on *culture of evidence* and each one of us are going to have a book of data and the deans will have data. Whenever groups meet, PBC should be on their agenda.

Additions/discussion/decisions by PBC are indicated in red for AIE's Assessment of the 2010-11 Faculty/Staff Prioritization Process recommendation document as follows:

Assessment of 2010-11 Faculty/Staff Prioritization Process

AIE has finished its analysis of the Faculty/Staff Prioritization process used by the college in 2010-11. Using results from the staff survey (web page link below) as well as feedback from the different planning councils, the committee recommends the following changes to the process for next year's prioritization:

- Develop better methods of communication for the college community
 - Present a "Just the Facts" weekly announcement from the Instruction Office during the prioritization process
 - Deans/managers need to spend time at the division/unit level with faculty and staff articulating the process to program review
 - **Members of PBC need to communicate back to members regarding PBC as part of their report to constituents.**
- Limit the number of faculty to be prioritized by IAC **[Gaither reminded members that the bottom of the list of 95 faculty positions turned out to be as important as the top of the list. There was general consensus to not limit the number of faculty to be prioritized.]**
- Instructional support staff to be prioritized at IAC **[After a short discussion where it was suggested that there be 3 staffing lists instead of all staffing on the Administrative Council, it was determined this item would be acted upon at a future meeting.]**
- Managers/Deans need to be able to present at Administrators' Council **[This item was tabled.]**

- Separate Student Services resource requests into two lists (staff requests from faculty) [Gaither suggested that it could get down to two lists, support and faculty with each of the two VPs (Instruction, and College and Student Support). Decision delayed.]
- Scoring rubrics need to be more clearly defined [Ken Hart stated this alludes to training others and the perception is some are kind of watered down or need to be weighted. Gaither added that at the very first meeting when criteria is decided and the packet is sent out to update program review, the criteria should be sent out with it. PBC agreed w/recommendation.]
- Force ranking of resource requests [Mike Adams said that he felt this is a good idea and it could have been used last fall. PBC agreed w/recommendation.]
- Training on the process (vocabulary, usage of a scoring rubric) for all involved [Gaither suggested bringing everyone in for training after PBC has the criteria and membership of the new council is set. PBC agreed w/recommendation.]

<http://www.mjc.edu/facultyinformation/research/inst-effectiveness.html>

3. Summer Meetings

Annual **AIE/PBC Workshop** will be held May 12 from 8:30 a.m. until 4:00 p.m. in the Student Center Student Lounge.

- May 16, 10:00 to noon, Yosemite 213 - Regular PBC meeting (Administrative structure/position organization)
- June 23, PBC Pow Wow, 1:00 to 5:00 (lunch served), East Campus Staff Dining Room
- July – Dark
- August 15, 10:00 to noon, Yosemite 213 – Regular PBC meeting (Criteria organization process/ranking criteria)

ANNOUNCEMENTS

ADJOURNMENT