

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
November 18, 2011**

Present:

Larry Calderon, Co-Chair, MJC President (non-voting)
Adrienne Peek, Co-Chair, Academic Senate President (non-voting)
Jenni Abbott, Director Grants & Resource Development
Kevin Alavezos, Academic Senate appointee
Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Paul Cripe, Academic Senate appointee
Rosanne Faughn, CSEA appointee
Michael Guerra, Vice President of College Administrative Services
Rose LaMont, YFA Budget Analyst
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate appointee
Nancy Sill, YFA appointee
Brenda Thames, Vice President of Student Services
Joan Van Kuren, CSEA appointee
Karen Walters Dunlap, Vice President of Instruction

Absent:

Ken Hart, Director of Research and Planning (ex-officio)
Robin Jones, ASMJC Student Rep

Vacant:

Faculty Career Technical Education Liaison (Academic Senate appointee)

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

Business

1. Review of Minutes

No action taken.

2. Publication

Larry Calderon advised that the college needs to look at adding more innovative approaches to supporting its mission. He recommended reading Clayton Christensen's publication *The*

Innovative University: Changing the DNA of Higher Education from the Inside Out that takes it to the next level and tells what is happening in the industry and who failed to upgrade. He hopes that College Council can engage in serious discussion to explore what the options are and come up with some solutions and be proactive. He added that we have the energy and the brainpower to come up with some solutions and he looks forward to more serious conversations.

3. Prioritized Staff Lists – Next Steps

Michael Guerra referenced the prioritization spreadsheets members had in front of them. He thanked the prioritization group that he worked with and appreciates the efforts people made in a very constrained time line. Hopefully, the timeline can be addressed in the future to afford a first and second blush.

Karen Walters Dunlap reminded members that the prioritized lists have to be reviewed and a forum held for the college community. She suggested prioritizing over email due to the time constraints.

Karen said that it would have been helpful for members to set in on prioritization councils to hear conversations.

Larry Calderon felt that Planning & Budget needs to honor the recommendations, adding that PBC's role is to distribute and allocate resources. He would accept prioritizations on face value for the work that has been done already. He added that the deans spent a lot of time incorporating into other staffing.

Iris Carroll added that it seemed like after the forum, PBC made their decision last year. Karen responded that for the most part PBC honored prioritizations. Based on the open forum there were a few changes made to the recommendations.

Iris stated that the Super IAC committee decided on a rubric supporting document that matched the rubric and everyone did their own scoring and turned it in. All scores were then combined at that point. Jim Sahlman questioned whether items that were stated as mandated actually were. He gave the history of the history and speech positions which were done later in the interview process and did not get on the list this time, which bothers him.

Larry Calderon responded that your strongest advocate is going to be your dean. That discussion needs to be with your dean and not dig down into the list. He reiterated that he thinks there is a responsibility to honor the deans' work at this point.

Iris Carroll clarified that only two positions were moved last year following the open forum. Karen said the open forum is held to review the list. This body would make any changes based on new information. This is an opportunity today to see where changes are. This is also an opportunity today to see where changes are. From now until the open forum, members should study councils' information.

Larry Calderon stated that discussion should be with the dean if there is any question and they can present at the forum.

Karen informed members that the Program Review party will be held to give people information on including mandated items with back up and mission critical items in program reviews.

Adrienne Peek added that this faculty list is, for instance, number one across the college. There were 68 positions requested and it is down to 28. These are all urgent positions. The 40 not even ranked, those are urgent too. It is not like they aren't all important. The fact is, we cannot hire all that are requested.

Larry Calderon added that you really have to respect the work that is done here, like Adrienne said, the positions are all important.

Paul Cripe stated: Last year PBC did say these are the people that know. Maybe the rubric could be adjusted somehow. Resist questioning other folks when they are in the trenches.

Adrienne Peek agreed, that it discourages others who probably feel why bother doing the work if it is going to go to some other council.

Karen Walters Dunlap reminded members that she brought the rubric to PBC for IAC and it was approved before IAC used it.

Larry Calderon informed members that the forum would look at the total budget available for staffing and one-time money for the 30,000 foot view. Michael Guerra is putting together a draft to be brought to PBC for the one time money that is available which is not for staffing.

Michael Guerra informed members that he needs to do a desk audit for use of personnel. That information is needed for year three in order to save money. He has ideas like printer and copy machine networking to save money instead of every person having their own personal printer.

Larry Calderon spoke in agreement that the college needs to look at all of the possible options. The college has people here who have generated revenue and we need to explore all options for raising money without compromising programs. We need to see if the entrepreneurs can give us expertise on how to bring in money.

Jenni Abbott added that she can look at this prioritized list and find a grant fit. She gave the example of the HSI grant. If the division knows what their funding needs are, she can say here is a funding source.

Michael Guerra said that PBC members can review and get input from the forums, but ultimately it is the president who makes the decision.

Karen Walters Dunlap suggested for the December 2nd meeting inviting some of those areas to make a presentation and start educating this group and see where we want the one time money to go. The open forum will be to give a bird's eye view of the budget and give the college an update on one-time money.

Paul Cripe interjected that this list does not help us if it happens in three years that the college has cuts again. He once again urged that a disaster plan for the budget needs to be put in place.

Karen Walters Dunlap reported that the Super IAC enhanced by faculty and CSEA members, spent an hour going over the rubric and how to use it. Following IAC each dean did a presentation. BBSS was allowed two faculty members because of the dean position being vacant so long. IAC only prioritized 28 out of 68 for the top priority. Even though it is 28th on the list, it is the crème. IAC spent a little time talking about that.

Larry Calderon stated positions funded through Fund 12 and 11 should be together initially and then separated out in the second review.

Kevin Alavezos reported that he attended the IAC Council and the College Administrative Council and there were a lot of people doing a lot of hard work and he felt it would be discouraging to make any major changes. He added that it was nice to have the opportunity to attend and very beneficial to him personally.

Michael Guerra reported that the College Administrative Council (CAC) was very similar to what IAC went through for prioritization. The CAC council invited all of the deans to make presentations of 4-5 minutes. This gave the opportunity for dialogue and questions. There was a total of 88 positions to look at.

Kevin Alavezos suggested that more time would have helped to flush out the list. Michael Guerra added that the process should start in the spring so each council has 2-3 times to meet. At some place, they should be all looked at collectively.

Jenni Abbott reported that there were about 15 people on the College Technology Council who spent about 15 hours prioritizing technology positions.

Jim Sahlman asked what kind of criteria should PBC look at for faculty vs. classified positions and filling those positions? He has observed that classified are so stretched now and doing more duties.

Larry Calderon clarified that now it is the task of determining what resources there are available. All the prioritization has been done and once it comes out of here, it is going to be pretty hard to change them. He reiterated that we need to honor the collaborative work that has been done.

Brenda Thames reported that hearing the other councils' reports, she thinks that the Student Services Council did a fabulous job. The Student Services Council did a ranking and forwarded that ranking to Brian Sanders. A separate faculty ranking was done and she is not sure where it falls into the instructional faculty ranking. Martha Robles added that the council made a decision to forward the top five.

Larry Calderon further clarified that it is going to fall to this committee (PBC) to integrate and get to the total cost of ownership. He will have a side bar with technology and bring that information back to PBC.

Michael Guerra will assimilate all pieces brought in by councils for a broader perspective.

4. Integrated Planning Model for MJC

Rose LaMont reported that based on the joint College Council/Planning & Budget Committee meeting, she met with Graphic Artist, Sherri Potts, to put together a draft. Rose has also requested input by email and has not heard back. The graphic will be presented to College Council on Monday. Rose distributed a narrative that will accompany the model.

ANNOUNCEMENTS

FUTURE AGENDA

ADJOURNMENT