

**MODESTO JUNIOR COLLEGE PLANNING BUDGET COMMITTEE**  
**PROCESS FOR PRIORITIZING STAFFING AND EQUIPMENT REQUESTS**

**Approved July 26, 2010**

The process for ranking of requests for faculty and staff positions contained in program review documents shall take place under the auspices of three Councils:

- The Instructional Administrators Council, augmented by three faculty members (the Academic Senate President, one faculty member from a career/technical discipline and one from an academic discipline) and two classified staff appointed by the President from recommendations provided by CSEA is charged with ranking requests for faculty positions.
- The Student Services Council , augmented by two faculty members (one career/technical, one counselor) and two classified staff appointed by the President from recommendations provided by CSEA, is charged with ranking all requests for positions contained in student services program reviews.
- A newly created Administrative Council comprised of the vice presidents for administration and instruction, three additional administrators, two faculty members and two classified staff has been charged with ranking administrative and non-student services classified staff positions.

Each of these three groups shall develop ranking criteria appropriate to their respective areas and apply these criteria to each position request, resulting in a prioritized list of requested positions. With regard to equipment requests, each instructional division shall prioritize all instructional equipment requested by departments and disciplines within their division, forwarding their lists to the President through the Planning and Budget Council. Requests for non-instructional equipment shall be ranked by the Student Services and Administrative Councils, each of which shall submit a single prioritized list to the President through the PBC.

The planning councils are given an October 30<sup>th</sup> deadline to complete the process of establishing criteria and ranking staffing and equipment requests. The Planning and Budget Committee reviews the lists submitted, holds a public hearing in early November and finalizes the lists for submittal to the President by November 20<sup>th</sup> of each year.

The President shall review all prioritized lists of requested faculty and staff positions and forward equipment request lists to the appropriate respective vice president for review and possible funding allocation. Once decisions have been made regarding the approval of faculty and staff positions and purchase of requested equipment, the President shall provide the Planning and Budget Committee with a memorandum summarizing all resource allocation decisions, accompanied by a detailed rationale for any decisions which are not in congruence with the priorities recommended by the Committee.