

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
January 21, 2011**

Present:

Gaither Loewenstein, Co-Chair, MJC President (non-voting)
Kevin Alavezos, Academic Senate appointee
Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jim Clarke, Technology/Distance Education Liaison (Academic Senate appointee)
Paul Cripe, Academic Senate appointee
Lori Dangerfield, CSEA appointee
Carmen Fernandez, Vice President of College Administrative Services
Kenneth Hart, Director of Research and Planning (ex-officio)
Rose LaMont, YFA Budget Analyst
Maurice McKinnon, Instructional Dean
Karen Walters Dunlap, Vice President of Instruction
David Ward, YFA appointee

Absent:

Mike Adams, Co-Chair, Academic Senate President (non-voting)
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Rosanne Faughn, CSEA appointee
Don Low, Vice President of Student Services
Dale Pollard, Faculty Career Technical Education Liaison (Academic Senate appointee)
Martha Robles, Student Services Administrator
Robin Jones, ASMJC Student Rep

Guest:

Jenni Abbott

Business

1. Review of Minutes

Action Item

David Ward pointed out that the word “not” should be inserted indicating that vacated positions are not automatically replaced (page 3). With the suggestion of Rose LaMont, there was general consensus to remove the following sentence from announcements on page 5 because the intended meaning is ambiguous: *Currently, MJC is the college having the most online courses.*

The minutes of December 17, 2010 were unanimously approved with the above corrections.

2. Review of Agenda

Gaither Loewenstein reviewed the agenda with members.

3. Discussion: Governor's Budget Proposal

Gaither Loewenstein indicated that the District is going to plan for the worst case scenario. The governor's proposed budget reflects a \$13.5 million district wide cut to the budget. Rough estimates to the district allocation model are as follows: MJC = \$8 million; Columbia College = \$2 million; Central Services = \$3.5 million, using the Executive Chancellor's analysis figure which is \$13.5 million for the whole district. The \$13.5 million excludes step and column which would happen July 1st for an additional \$1.1 million. Allocation model percentages: MJC 58%, Central Services 27%, Columbia College 15%.

Both college Presidents and the Chancellor are going to have to make recommendations for cuts in their respective cost centers. Each person is supposed to take this discussion using some sort of process. At MJC, it will be the Planning & Budget Committee. The February 4th PBC meeting will be an open discussion of ideas for anyone in the college community to participate. Gaither has spoken with Instructional and Student Services Deans and the Vice Presidents and has put out the call to everyone for suggestions. Suggestions will be reviewed on February 4th. The Deans will submit suggestions to their respective Vice Presidents by the 10th of February. The week of the 18th of February, Gaither will be conferring with the Vice Presidents coming up with a winnowing down of the list of suggestions. The weekend of the President's Holiday, Gaither will compile a list of proposed cuts. In whatever format the list results in, it will go out electronically to everyone in advance of PBC's March 4th meeting that everyone will be invited to. The Board will act on recommendations.

Gaither clarified that as he is compiling his list, he is not able to consider furloughs or cuts across the board as these are collective bargaining discussions. At the February 4th meeting, PBC will listen, take and write down suggestions. It is more productive if the committee does not judge the suggestions. The format will be similar at the March 4th meeting. Gaither added that it will not be joint recommendations from this body as he does not want to put PBC in the position of making the decision. The decision will be Gaither's recommendation and he is taking responsibility for the recommendation. Gaither pointed out that he is more likely to receive good suggestions that way. He needs to give everyone the freedom to recommend what they think is best for the college. He added that RIFs (reductions in force) are inevitable.

Gaither said the first thing to look at is the college mission and know that we are not going to be able to do everything. If voters turn down the tax increase in June, the college will be receiving a real message. Gaither is going to shy away from attempting to meet all the college needs and trying to run an \$80 million college on a \$70 million budget. Career Tech, Basic Skills and transfer are priorities named by the state Chancellor to try and preserve. Currency of programs related to the job market will be looked at. Curriculum updating will be another criteria that is considered. Another item will be weekly student contact hours that will be looked at going back a couple of years to 2006-2007 where the college was before the recession. Gaither's intent is to be as objective as possible. He has a large amount of data and

will be listening to all recommendations. He added that every element of the organization will be affected and there will be fewer programs.

4. Modification of Management Positions

Gaither informed members that Pedro Mendez is going to be named the interim Dean of Career, Technical Education. Pedro will be taking on the responsibility he has now, some of Ag and Workforce Development.

On the Student Services side, there was an unsuccessful search for the Dean of Special Programs. The Director of Student Success and Special Projects and the Director of Workforce Development positions will not be filled. An interim Dean position will be created and Francisco Banuelos will be named to this position.

These two interim positions will result in significant savings with a net effect of \$180,000. Basically, the college will have three people doing the jobs of five people.

5. Nomination of Director of Grants and Resource Development

Gaither said that it is important to have the Grants and Resource Development person as a member of PBC as a larger portion of funds will be coming from outside sources. Note: When PBC was established, this position did not exist at the college.

Action Item

Rose LaMont moved to recommend to the Academic Senate the Director of Grants and Resource Development to the membership of the Planning & Budget Committee. Paul Cripe seconded.

Motion was approved by thumbs up vote.

6. Strategic Planning and Budgeting Timelines of Activities

Ken Hart reported that he revised the timelines based on the overall timeline from last year. He reorganized the timeline rubrics separating out the different groups and extracting what each of these areas does. Ken clarified that he basically adjusted the information to fit the process established last year.

Action Item

Rose LaMont moved to approve the adjusted Strategic Planning and Budgeting Timelines of Activities. Lori Dangerfield seconded.

Motion was approved by thumbs up vote.

Gaither suggested posting this timeline rubric on the PBC website. Members agreed that the document should be posted.

7. Annual Prioritization Process

Karen Walters Dunlap reported that the electronic survey has been sent out regarding the prioritization process. The Accreditation/Institutional Effectiveness Committee (AIE) will take that information provided from the survey results and make a recommendation regarding any changes. AIE will then come to PBC and recommend the changes resulting from that survey.

ANNOUNCEMENTS

FUTURE AGENDA

ADJOURNMENT