

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
December 3, 2010**

Present:

Gaither Loewenstein, Co-Chair, MJC President (non-voting)
Mike Adams, Co-Chair, Academic Senate President (non-voting)
Kevin Alavezos, Academic Senate appointee
Jim Clarke, Technology/Distance Education Liaison (Academic Senate appointee)
Paul Cripe, Academic Senate appointee
Lori Dangerfield, CSEA appointee
Kenneth Hart, Director of Research and Planning (ex-officio)
Maurice McKinnon, Instructional Dean
Bob Nadell, Vice President of Student Services
Martha Robles, Student Services Administrator
Karen Walters Dunlap, Vice President of Instruction
Robin Jones, ASMJC Student Rep

Absent:

Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Rosanne Faughn, CSEA appointee
Rose LaMont, YFA Budget Analyst
Dale Pollard, Faculty Career Technical Education Liaison (Academic Senate appointee)
David Ward, YFA appointee
Gary Whitfield, Vice President of College Administrative Services

Guest:

Jenni Abbott

Business

1. Review of Minutes

Action Item

Kevin Alavezos requested a correction: When he referred to the first seven positions on the list, they appeared to be *general ed* courses and not *basic skills*. Gaither Loewenstein stated that the CTE/Basic Skills was a Chancellor's Office advisory and not a mandate.

The minutes of November 19, 2010 were approved with corrections.

2. Review of Agenda

Mike Adams reviewed the agenda with members.

3. Finalize Hiring Prioritization

STUDENT SERVICES PRIORITIZATION LIST

Mike Adams brought up the 36 position Student Services list on the screen for members to review and make recommendations to the president.

Karen Walters Dunlap informed members that IAC had commented that basic skills should be ranked higher on the list. IAC felt in looking at the data, that it has made an impact and support a higher ranking of the 50% Basic Skills counselor.

Martha Robles clarified that the council was not sure how to rank that position. She added that this was an external recommendation because it is an existing position.

Gaither Loewenstein stated that the plan would be to eventually fund this at 100%. He added that when you have a grant, you need to fund the position from the general fund before considering additional general funded positions. This is why we are now looking at grants on the front end in relation to overall college priorities.

Karen Walters Dunlap added that there was a plan to transition this position and we do not want this position to get lost.

Gaither informed members that we have a Title V grant that has another counseling position. For all practical purposes this position (Basic Skills counselor) became number one when the college got the grant.

Rationale: The college is already committed to this position by getting a grant and funding the position on soft money.

Action Item

There was unanimous agreement to move Basic Skills Counselor 50% position from ranking #35 to ranking #1.

Bob Nadell spoke to #4 on the list, the Financial Aid Technician: Financial Aid is almost two months behind the financial aid process. There has been a huge increase in applications and Financial Aid staff cannot keep up even though they are working very diligently to try and keep up with the demand.

Gaither Loewenstein added that people have been going to the Board and complaining about financial aid delays and there is no indication that the demand for this position is going to let up.

Ken Hart pointed out that over the last four years, students qualifying for BOG waivers has gone from 40% to 63%. A little over 19% of MJC students qualify for BOG waivers based on financial need alone.

Bob Nadell added: The funding has not been cut, but it also has not grown and there is a huge need for financial aid. The process is all electronic but it takes a person to actually go in and review the files. It is not just one document, there are several documents. Sometimes a student has to respond to a request if Financial Aid gets a trigger on one of these documents. If a file is lacking information, the review on that file stops, the student is notified by email; however, students do not always read their email.

Bob Nadell spoke for the counselor position: The college has a population of around 20,000. The research is clear that when students participate with matriculation, including counselors and have an ed plan, they are more likely to succeed. Counselor ratio at MJC is now 1,400 students to one counselor. Although not all students seek out a counselor, that is a very high ratio. Bob clarified that he would not be opposed to moving the Financial Aid Technician up on the list.

Maurice McKinnon moved to move the Financial Aid Technician (now #4 on the list) to #2 on the list. Paul Cripe seconded.

Bob Nadell added that even if the college gets one counselor, the ratio would still be very high.

Action Item

The motion passed to move the Financial Aid Technician position from #4 to #2 on the list by majority thumbs up vote with one sideways thumb.

Rationale: If financial aid is stopping students from coming to school at all, it is important. Remove barriers, like two months delay. Increase in demand for financial aid.

Bob Nadell stated that position #22 on the list, Health Services Administrative Secretary, he would like to keep this open because it is funded by restricted funds. He does not necessarily want it moved up on the list, but would like to see it funded.

Robin Jones said that she believes the Student Success/Tutoring/TRIO position should be moved up as she has not been able to get in to see a counselor. Bob Nadell responded that we are being funded with general fund money and do not have the DSPS allocation yet. The college has been reducing resources but Bob will be able to put money into adjunct DSPS for the spring to help.

Action Item

There was unanimous thumbs up to approve the two changes to the priority list as voted on above (Basic Skills Counselor 50% moved to #1 and Financial Aid Technician moved to #2).

CLASSIFIED AND MANAGEMENT PRIORITIZATION LIST

Mike Adams split out multi position requests, breaking out positions that requested more than one person per position (i.e. five Information Systems Technicians) on screen, giving each of the positions a line on the matrix. Gaither Loewenstein reminded members that he will be looking at total cost of ownership and health and safety. He added: If an item does not relate to those two things, it is less likely to get funded. The college has no control over custodians (who report to district) and when we address something like the pool technician, we are doing what we can. When you have someone mowing the athletic field without specialized expertise, you are not always going to get a safe playing surface.

Karen Walters Dunlap asked for a description of #9 (PT Research Technician) as the college already has a Director of College Research and a Research Analyst. Jenni Abbott responded that the position is a high level skill set where you would get support saying *how to do it*.

Gaither Loewenstein asked what compelling priority is #1 (Instructional Assistant I in Office Administration Center) addressing and what are the specific needs? Kevin Alavezos responded that the Office Administration Center (OAC) is down one member. In the OAC over 1500 students are served per semester and there are 40 computers. The person in this position assists in guiding and directing students and has to have knowledge of many computer applications. The evaluation of the position met all requirements for prioritization. Kevin added that he has been working in OAC for seven years and knows there is a need. Kevin is the only full time faculty working in OAC. Two part time faculty provide Kevin with a break during the day. This position is directly related to instruction as it is a component of student success.

Gaither Loewenstein stated that at other institutions they tried to create floaters to help with peak times. If the ebb and flow could be figured out, people could be assigned to different areas during peak demand times. Kevin added that this person has a special skill set because there are seventeen different courses and they have to guide and direct students. Robin Jones said that at the moment, you have your hand up for twenty minutes in the OAC waiting for someone to help you, without this position.

Jim Clarke emphasized the need for Information Systems Technicians in light of new buildings coming on and the tremendous amount of work that will be required.

Karen Walters Dunlap suggested that for next year the process should be like IAC where the deans address *verbally* what the needs are.

Referring to technology, Jim Clarke added that unless you have a critical mass of support within the institution, you are stuck. The Director of Media & Information Technology is now one position combined from two positions and that person has to assign work. The position is currently filled on an interim basis.

Martha Robles felt that the college needs both the Technician and Specialist positions.

Lori Dangerfield added that the college needs an individual who can make these types of decisions on what staff we need. She also expressed the sentiment that there is an urgent and ongoing need for technology positions with the new buildings coming on.

Jim Clark added that he feels that a System Administrator or Specialist could perform these functions as someone above the Technician who has a broader ability to look at the landscape of the institution.

Lori Dangerfield said that she does not know what the duties are of these positions. Jim Clarke responded that there is a lot of crossover with these positions and that is why the manager position was merged. This position keeps teams of people working together. The manager is there but the manager needs someone else to help them and it is almost like an assistant position. Jim felt that the college does not need another manager, however.

Karen Walters Dunlap suggested looking at the program review addendums on SharePoint to determine the duties of technology positions. Mike Adams brought up the program review addendums on screen for members to view.

Action Item

Jim Clarke made a motion to move #44 (Systems Administrator) to position #3 on the ranking priority list. Robin Jones seconded.

Motion passed with majority thumbs up with two thumbs sideways.

Paul Cripe stated that he is disappointed in the list submitted by the Administrative Council with technology being so low. Gaither Loewenstein agreed, stating that the premise of the list seems to be long the lines of *let's replace all vacant positions first* and seems like continuing what we are doing. We need a team of technology people who are up to date and smart.

Action Item

Martha Robles made a motion to move one Information Systems Technician up to #4 ranking. Paul Cripe seconded.

Motion passed with thumbs up vote.

Rationale: The list approved by Planning & Budget Committee must adequately take into consideration the total cost of ownership of newly acquired technology.

Gaither Loewenstein indicated that he is not comfortable with having all those students out with the livestock without supervision and felt that the Animal Science Instructional Support Specialist position should be #6 on the list.

Gaither Loewenstein added that maintenance of athletic fields is really important and you cannot rely on a coach or district groundskeeper. Lori Dangerfield agreed that we must go with the side of health and safety.

Action Item

Voting on moving #7 position, Animal Science Instructional Support Specialist to #6 ranking passed with majority thumbs up with two sideway thumbs votes.

Rationale: To help with total cost of ownership in expanding our Ag program and to protect the safety of students.

Action Item

Martha Robles moved to switch #2 Grant Writer and #3 Systems Administrator. Paul Cripe seconded. Motion passed with thumbs up vote.

Action Item

Voting on overall list moving Systems Administrator to position #2, Grant Writer to #3, one Information Systems Technician to #4, and the Animal Science Instructional Support Specialist to #6 position ranking, passed with thumbs up vote.

Mike Adams will put out an email to the college community regarding the ranking results of this meeting with links to the PBC web page of final priority ranking documents.

ANNOUNCEMENTS

Mike Adams informed members that District Council is done with their revision of the district Strategic Plan and Planning & Budget's input was considered and resulted in changing parts of the plan. Gaither added that the timeframe was changed to 2015 as recommended by PBC.

FUTURE AGENDA

1. Five Year Total Cost of Ownership Plan – Gaither Loewenstein

ADJOURNMENT