

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
February 4, 2011**

Present:

Mike Adams, Co-Chair, Academic Senate President (non-voting)
Gaither Loewenstein, Co-Chair, MJC 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
Carmen Fernandez, Vice President of College Administrative Services
Kenneth Hart, Director of Research and Planning (ex-officio)
Rose LaMont, YFA Budget Analyst
Don Low, Vice President of Student Services
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Karen Walters Dunlap, Vice President of Instruction
David Ward, YFA appointee

Absent:

Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Rosanne Faughn, CSEA appointee
Dale Pollard, Faculty Career Technical Education Liaison (Academic Senate appointee)
Robin Jones, ASMJC Student Rep

Guest:

Jenni Abbott

Business

1. Criteria for Considering Reduction/Elimination of Programs under conditions of Financial Exigency

The Academic Senate has indicated that they would feel more comfortable if they saw a list of criteria to be used to formulate budget cuts. To that end, the Senate has created the following document: Spring 2011 Emergency Program Elimination Process MOU. This process (MOU) would temporarily supersede the Program Viability Procedure, becoming effective February 11, 2011, and ending May 1, 2011.

The following includes a list of criteria that will be among those used to guide the president in formulating the list of cuts for MJC. PBC would vote on the criteria and then the Academic Senate would review the revised MOU including the criteria. Gaither Loewenstein walked through the following criteria document, followed by a brief discussion.

DRAFT

MODESTO JUNIOR COLLEGE PLANNING AND BUDGET COMMITTEE

CRITERIA FOR CONSIDERING REDUCTION/ELIMINATION OF PROGRAMS UNDER CONDITIONS OF FINANCIAL EXIGENCY

Recognizing that during the current period of financial exigency a broad range of criteria must be considered in determining which, if any, college programs and services should be recommended for reduction or elimination, the Planning and Budget Committee hereby identifies the following criteria as being among those that it may consider in determining whether or not to support the list of program reductions submitted by the College President:

- Centrality of the program or service to the District and College mission statements, with an emphasis of the following *core mission components*:
 - Transfer Education
 - Career-Technical Education
 - Basic Skills Acquisition
- Extent to which program or service duplicates services available elsewhere in the college, district, community, or region
- Student access as measured by factors such as WSCH:FTEF ratios and fill rates
- Demonstrated contribution of program or service to student success (persistence, retention, program or course completion, transfer, degree or certificate completion)
- Currency of program offerings as evidenced by:
 - Active advisory committees populated by industry professionals (for CTE programs)
 - Recent curriculum committee approval of new courses and programs or course/program modifications designed to respond to changes in theory, practice, employer demand, etc.
- Evidence of student achievement of stated learning outcomes, such as knowledge or skill attainment, job placement, degree or certificate completion
- Cost of program/service delivery relative to benefits for students, college, and community
- Degree of local and regional demand for program graduates
- Compliance with provisions of applicable state and federal law

Action Item

David Ward made a motion to approve the Criteria for Considering Reduction/Elimination of Programs under Conditions of Financial Exigency document. Rose LaMont seconded. Motion passed by unanimous aye vote.

2. Budget Forum

The remainder of the meeting time was dedicated to an open Forum where the MJC community was invited to attend and offer suggestions for reducing the budget. There were approximately 150 faculty and staff in attendance. For the majority of the session, the forum consisted of people expressing concern with the process, requesting detailed information regarding cuts which have not as yet been formulated, and advocating for specific program areas. The only suggestion for cuts regarded Central Services.

The Forum was valuable in that people were able to ask detailed questions and express concerns to which the president openly responded in detail, communicating what the process and criteria are going to be in formulating the cuts.

Gaither publicly received several positive comments for his efforts in attempting to be as transparent as possible, hosting the Forums, and for taking the full responsibility for recommending a list of cuts.

Gaither Loewenstein will be releasing his list of recommendation of cuts to the college community either February 28th or March 1st.

The intent of the March 4th Forum will be for the college community to come and advocate for an item(s) to be taken off the list of recommended cuts. Note: Any item cut from the list will need a corresponding item to put on the list in order to reach the worst case scenario \$8 million in budget reductions.

ANNOUNCEMENTS

Due to the large attendance at the February Forum, the March 4th Forum will be held in Sierra 132.

FUTURE AGENDA

ADJOURNMENT