

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
April 22, 2011**

Present:

Mike Adams, Co-Chair, Academic Senate President (non-voting)
Gaither Loewenstein, Co-Chair, MJC President (non-voting)
Jenni Abbott, Director of Grants & Resource Development
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
Don Low, Vice President of Student Services
Maurice McKinnon, Instructional Dean
Karen Walters Dunlap, Vice President of Instruction
David Ward, YFA appointee
Robin Jones, ASMJC Student Rep

Absent:

Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Rosanne Faughn, CSEA appointee
Dale Pollard, Faculty Career Technical Education Liaison (Academic Senate appointee)
Martha Robles, Student Services Administrator

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

Business

1. Review of Minutes

Action Item

The minutes of April 8, 2011 were approved by thumbs up vote.

2. AIE Recommendations on Prioritization Process – Tabled Items (identified as #1-#3)

AIE Recommendation:

Instructional support staff to be prioritized at IAC (#1)

Mike Adams reminded members that at the last meeting, discussion went into the sheer number of lists this might create. (All support staffing was previously under the Administrative Council.) At the last meeting it was suggested that there be three staffing lists (one for each council) instead of all staffing being on the Administrative Council.

Iris Carroll added that she had the most trouble with that list being only one list that included all support staff positions and there was not enough data nor was it prioritized.

AIE Recommendation:

Managers’/Deans need to be able to present at Administrators’ Council (#2)

Karen Walters Dunlap reminded members that when the list came to IAC it was only text and not conversation. She clarified that the above recommendation came about as a result of feedback. Jim Clarke added that there was no content. Gaither Loewenstein informed members that there will be another change because the college is going to have two vice presidents next year, not three. (The College Administrative Services and Student Services vice president positions will be combined to form the position of Vice President of College and Student Support.) PBC may be looking at having an Instructional Administrative Council and the College Support Advisory Council. Gaither added that he would like to do technology this year which the Technology Planning Council would prioritize. There would be Instruction, Support and Technology Councils instead of what PBC had last year. PBC will probably sit down the first meeting in the fall and look at the prioritization process then.

Action Item

Aye vote passed AIE recommendation #1 to have instructional support staff prioritized at IAC.

Aye vote passed that AIE recommendation #2, “Managers/Deans need to be able to present at Administrators Council” be considered to be a moot point because it is dealt with under recommendation #1.

AIE Recommendation:

Separate Student Services resource requests into two lists (staff requests from faculty) (#3)

Karen Walters Dunlap clarified that AIE felt that faculty and staff should be separate and not combining the two groups.

Gaither responded that combining the two would give him a sense of their priority. Karen added that this may not be an issue when the two councils merge next year. Iris Carroll responded that Gaither makes a good point, it makes PBC members aware of what their needs really are. Gaither reiterated that the fewer lists, the better sense he has of what the priorities are.

Action Item

Aye vote passed to keep requests at **one** list to be prioritized at the local level.

Karen Walters Dunlap added that AIE would like to continue surveying the prioritization process. Gaither stated that when the information for program review is sent out, the updated PBC criteria will be included and that should help and the upcoming data will be better. Jim Clarke requested having more descriptive detail of how items were ranked.

Paul Cripe stated that he likes the fact that PBC as a group are no longer trying to prioritize. He added that it would help if he was there when prioritizing took place. Karen responded that IAC prioritization could be open to the college community. Iris Carroll felt that it would limit candid discussion of the group if it was open to the whole college. Jim Clarke felt that PBC members should be observers in the lower level meetings so when we come back to this meeting, we would be better informed and could tell what went on.

Iris Carroll reported that in the assessment work group, they are discussing having a narrative for clarification.

3. Rubric Assessment SLO/Resource

Iris Carroll asked what happens if there is no action plan and she wondered what the value is of requiring action plans for resource allocation. Gaither stated that we need to be doing continuous cycle SLOs and a lot of the action plan has to be left up to the individual faculty members. Iris said the rubric seems to imply that if you do not have an action plan, you will get fewer points for resource allocation. Gaither responded that maybe just the term action plan could change to *are you making improvements based on assessment?* Karen clarified that it would be appropriate for the assessment group to adjust the rubric.

6. Program Viability

Gaither Loewenstein stated that in this climate, we might have to look at our lowest priority, in other words, what we will not be able to do. He added that he would like these more fundamental discussions at the Pow Wow when our colleagues are present.

5. Pow Wow – June 23rd from 1:00 to 4:00 p.m. East Campus Staff Dining Room

The following are suggested agenda items for the Pow Wow:

1. Planning for Innovation
2. Planning for expansion and contraction change
3. College mission
4. Philosophical discussion regarding cuts *across the board vs targeted*
5. Recap where we were, are, and where we are going

6. Data Binder

Gaither explained that the binder is designed to be expandable and is a living document. He briefing went through the data contents which are some of the types of data used when making decisions. The 2010-2011 and 2011-2012 budget will be added when it becomes available.

ANNOUNCEMENTS

ADJOURNMENT