

**Modesto Junior College  
Planning & Budget Committee  
Meeting Minutes  
October 14, 2011**

**Present:**

Jenni Abbott, Director Grants & Resource Development  
Kevin Alavezos, Academic Senate appointee  
Iris Carroll, Learning Resources Liaison, Academic Senate appointee  
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)  
Paul Cripe, Academic Senate appointee  
Rosanne Faughn, CSEA appointee  
Michael Guerra, Vice President of College Administrative Services  
Rose LaMont, YFA Budget Analyst  
Maurice McKinnon, Instructional Dean  
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate appointee  
Nancy Sill, YFA appointee  
Brenda Thames, Vice President of Student Services  
Joan Van Kuren, CSEA appointee  
Karen Walters Dunlap, Vice President of Instruction  
Robin Jones, ASMJC Student Rep

**Absent:**

Larry Calderon, Co-Chair, MJC President (non-voting)  
Adrienne Peek, Co-Chair, Academic Senate President (non-voting)  
Ken Hart, Director of Research and Planning (ex-officio)  
Martha Robles, Student Services Administrator

**Vacant:**

Faculty Career Technical Education Liaison (Academic Senate appointee)

**Guest:**

Joan Smith, Chancellor

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

**Business**

**1. Review of Minutes**

Rose LaMont moved to approve the minutes of September 30, 2011. Paul Cripe seconded.

The minutes of September 30, 2011 were approved by aye vote.

## 2. Guest – Chancellor Joan Smith

Chancellor Joan Smith relayed to members that she thinks it is up to every college how they are going to organize their committees. She recommended that MJC keep their committees as they stand right now and go through accreditation. She would wait for a permanent president to change committees and processes.

Joan Smith reported that an enhancement was done to the district Strategic Plan. Future plans are to actually do a YCCD Strategic Plan with a lot of involvement from all participant groups. Then, goals and planning can be established for the whole district. Joan reiterated that how the college sets up its structure here is up to MJC. She would be surprised if Columbia College and MJC's committee structure was the same. Joan stressed that the most important item is buy-in.

Jim Sahlman added that he likes the idea of holding off changes before we get a permanent president. He asked what can we do to make PBC able to satisfy the accreditation team? Jim expressed concern that the college will go back on probation again.

Joan Smith expressed confidence in all the leadership in the Planning & Budget Committee and gave some insights into an accreditation team visit. She stated that the team looks at the college's self-study for accuracy. A lot of questions the team is going to ask come from the self-study. The team expects a plan to correct issues. She noted that she has read MJC's document four times and feels it is a good document. First, the team looks for integrity of the college's document and if issues are addressed. The second thing the team looks for is what the college is doing with SLOs and program review. The third item is technology and facilities areas and the college is doing good on that. Joan pointed out that we are okay with fiscal stability at the district. Right now, the college is going into the year with only one interim with our leadership and closing the gap on the presidential search. Another positive is the VP of Instruction has been at the college four years.

Joan stated that it is all in how you present information to the accreditation team. The college needs to have a planning agenda for items that cannot be checked off as done. She again stressed that it is all in your attitude. The college can show on the rubric where it is right now and plans for reaching where it needs to be by December 2012. The college is further ahead than it was last time.

Jim Sahlman suggested having a meeting before the accreditation team visit with those who will be interviewed so they can be thinking about possible questions.

Karen Walters Dunlap responded that the Senate invited Joan, Larry, and herself to their meeting next week just for that purpose.

Joan added that the college's data also looks good and how you respond to the team when they come on campus is up to you. She has observed that the Modesto community really loves MJC. She hears that everywhere she goes in the community and everyone really needs to start singing the praises of MJC. She recommended taking that energy and giving it to the accreditation team.

Rosanne Faughn added that we really need to start educating ourselves as the chancellor mentioned at District Council. Rosanne's concern is, if the team asks someone a question they may not know the answer to the question.

Joan stated that each and every staff member of the college will make our perception in the community. She urged members to just get out there and start talking to people and share your stories.

Paul Cripe asked the chancellor if she has any marching orders for the new president?

Joan responded that the bond money has to get all built out and money spent by 2015. And, if she doesn't have someone interviewing who is absolutely for this college, she won't hire them. She will be doing the reference checks for those candidates herself even though the consultant will be doing them as well. She will go to the committee at the end to ask who they like. She plans to get a lot of information from the reference checks. She said that the next president needs to have technology knowledge. She needs to know how that person would present MJC in the outside world. How the person is going to embrace MJC. And, are they going to be a cheerleader for MJC?

Paul Cripe commented that shared governance has been an issue here for some time. He asked if the chancellor could make the new president aware at least of what exactly shared governance is instead of coming in with a different view and tripping over it?

Joan responded that she thinks that would be asked in several different ways by the committee. She added that when your forums are held, she would be asking it again. She advised it is not so much what they would say, but the delivery.

### **3. Continued discussion of the Planning and Budgeting functions**

It was decided to have the joint PBC/College Council meeting to discuss planning and budgeting functions at the November 7<sup>th</sup> meeting rather than October 24<sup>th</sup>. The October 24<sup>th</sup> College Council meeting will be cancelled due to the accreditation team visit meetings.

Rosanne Faughn informed members that the task force really didn't get very far on the decision making document. Karen Walters Dunlap said the issue of what College Council is when PBC was formed was never resolved. Rose LaMont reminded members that we really need to remember that we have put a lot of good practices in place.

Iris Carroll has observed that it seems like there are a lot of task forces doing planning right now that bypass PBC. Until we figure out what planning is, that is going to keep happening. The planning we have been focusing on has been resource allocation and has not been institutional planning. Iris added that maybe that's what Dr. Calderon is getting at with splitting Planning & Budget.

Paul Cripe expressed frustration that it doesn't seem like we are getting anywhere here.

Jim Sahlman suggested bringing different models to share with the group for what there should be in the different areas. Michael Guerra added that he felt it is a good idea to bring both groups together and have different models.

Karen Walters Dunlap suggested spending time at the October 28<sup>th</sup> PBC meeting with different models and see what members think before the November 7<sup>th</sup> joint meeting. PBC can spend time looking at different models and structures. The VPs will get together with different models and Karen will bring in a couple of models.

Nancy Sill asked if, at the beginning of the meeting on the 28<sup>th</sup> can we hear how the structure currently is? She is having a hard time envisioning what *just budget* would do besides numbers. She felt we should be doing long term planning because if we had long term planning, we should not have a crisis every time.

#### Action

Discussion on planning and budgeting functions will continue at the next meeting with presentation of models.

#### 4. Align MJC Strategic Plan with YCCD Strategic Plan – Matrix Approval

A matrix Iris Carroll had reviewed and checked additional boxes on was previously distributed with the agenda materials. Karen Walters Dunlap reported that Ken Hart who authored the original matrix, was in agreement with Iris's input.

#### Action

Rose LaMont moved to approve the matrix version that included Iris Carroll's additions. Joan Van Kuren seconded. Motion passed by aye vote.

#### 5. Technology Council Prioritization Rubric – Revisit

Jenni Abbott reported that she made the suggested changes to the rubric. *It was agreed at the September 30<sup>th</sup> meeting that Jenni would make suggested changes and bring the rubric back to PBC as information.*

Karen Walters Dunlap reminded members that the criteria the councils will be using to prioritize is really important to disseminate. IAC is pretty much set with their council. Karen invited PBC members to sit in on the IAC Council if they would like to.

The IAC Council will meet November 7<sup>th</sup> & 14<sup>th</sup> at 10:00 a.m. in Yosemite 213.

## **ANNOUNCEMENTS**

Karen Walters Dunlap announced that the accreditation team would like to meet with the Planning & Budget Committee. If members can attend, that would be great. A message regarding the date, time and location will be sent to PBC members via email.

Karen also added that the team will be visiting classes and will be walking in unannounced. She asked that the word go out to faculty regarding the drop-in visits.

## **FUTURE AGENDA**

1. Continued discussion Planning & Budgeting functions - Models from other Colleges
2. Staffing Prioritization Process

## **ADJOURNMENT**