

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
October 28, 2011**

Present:

Adrienne Peek, Co-Chair, Academic Senate President (non-voting)
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
Ken Hart, Director of Research and Planning (ex-officio)
Rose LaMont, YFA Budget Analyst
Nancy Sill, YFA appointee

Absent:

Larry Calderon, Co-Chair, MJC President (non-voting)
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate 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

Vacant:

Faculty Career Technical Education Liaison (Academic Senate appointee)

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

Although check-in is not recorded, let it be noted that discussion ensued regarding MJC's recent Accreditation team visit and consumed over an hour of the meeting time.

Business

1. Review of Minutes

Iris Carroll moved to approve the minutes of October 14, 2011. Rose LaMont seconded.

The minutes of October 14, 2011 were approved by aye vote.

2. Continued discussion of the Planning and Budgeting functions

Planning models from the following colleges were brought up electronically for review by members: Santa Monica College, West Hills College, Sierra College and Columbia College. These models have been identified and commended by the Accrediting body.

Adrienne Peek observed that Santa Monica College's Budget Planning Subcommittee is very similar in make up to MJC's. Santa Monica is a single college district.

At Santa Monica College, the District Planning & Advisory Council (DPAC) has the following subcommittees:

Budget Planning Committee
College (Operational) Services Planning Committee
Facilities Planning Committee
Human Resources Planning Committee
Technology Planning Committee

Members reviewed a set of minutes from Santa Monica College's website.

Iris Carroll commented that she was hoping to have an overview of where instructional planning takes place and not this detailed of information.

Santa Monica is in the process of revising their strategic plan and they have a task force to do so. They also have a chair of chairs position. Jenni Abbott commented that that position does connect the work of all these committees. She added that MJC's committees do not integrate.

Ken Hart suggested that part of MJC's problem may be that our president is co-chair of Planning & Budget and the chair of College Council. He pointed out that the charge of Planning & Budget is to make recommendations to the president.

Iris Carroll stated that she likes the coordinating of the different committees, adding that it makes sense to have Planning & Budget as a recommending body to a larger body. Iris suggested that perhaps the president should not be chair of the Planning & Budget Committee, that perhaps the VP of College Administrative Services should be chair.

Iris Carroll requested that members be sent this information email for review, to absorb and think about on their own.

Nancy Sill suggested meeting with College Council to brainstorm and then break away into our own group, having informal dialogue, get together and create a plan.

Jenni Abbott stated that she likes the Santa Monica model. She added that there should be a coordinating group where all these other committees feed into. They are all doing planning and it is critical to feed into a larger group.

Adrienne Peek added that PBC has put processes in place that we are not doing. She reminded members that MJC's reputation is *planning to plan* and here we are again. Jenni responded that it does not have to be major changes, just communicate.

Adrienne Peek stated that there would be two changes for MJC: 1) This body would make recommendations to the College Council instead of the college president whether the president is a chair or not. 2) There would be work groups that focus on specific functions.

Jenni Abbott suggested putting representatives from those committees on the overarching committee to report.

It was pointed out that MJC's language is *work group* instead of *subcommittee*. MJC has committees and work groups feed to them.

Adrienne Peek stated that at Santa Monica, the Budget & Planning Subcommittee duties are similar to what PBC does at MJC and should do. She observed that budget is driving planning now.

Iris Carroll stated that we need a committee that is not getting stuck in the minutia of budget.

Michael Guerra added that at Fresno City College (State Center CCD), they had the concept of a strategic planning council where everything fed into. He brought Fresno City up on line for members to view. Michael informed members that each advisory group has operating agreements. Program Review fits into all these committees. These bodies make recommendations that go back and forth to the constituent group who reaffirm by consensus by green, yellow and red cards. He admitted that it took a while to get there and they had consultants.

Adrienne Peek pointed out: Consultants helped us develop a structure, they did not do it for us. The college had two key phrases going on that summer as we had 8 months to do two accreditation reports. 1) The advice from the consultants was *is it good enough* and revise as we go along. That is why we made the decision making document to be reviewed. This review was never done. 2) The other phrase was *can we row together for a little while so we can decide whether we need a college council or not?* It was left there and not decided. Five presidents have been here since that short time. The college needs consistent leadership over the years to get us to the place where we need to be.

Paul Cripe felt that the overarching group does need to be a bigger group because there is not enough communication in this college. He thinks we are heading in the right direction.

Kevin Alavezos felt that PBC should not throw out their model but make adjustments.

Action

Links to the different colleges' planning models will be distributed to members. Discussion on planning and budgeting functions will continue at the joint College Council & Planning and Budget Committee meeting on November 7th with presentation of these models.

4. Staffing Priorities Process

Due to the lack of time left in the meeting, this item did not have extensive discussion. However, Paul Cripe stated that he felt it went well last time except for the huge amount of positions.

ANNOUNCEMENTS

FUTURE AGENDA

ADJOURNMENT