

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
January 27, 2012**

Present:

Michael Guerra, Co-Chair, Vice President of College Administrative Services
Adrienne Peek, Co-Chair, Academic Senate President (non-voting)
Kevin Alavezos, Academic Senate appointee
Larry Calderon, MJC President (non-voting)
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
Ken Hart, Director of Research and Planning (ex-officio)
Rose LaMont, YFA Budget Analyst
Martha Robles, Student Services Administrator
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:

Jenni Abbott, Director Grants & Resource Development
Maurice McKinnon, Instructional Dean
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate appointee

Vacant:

Faculty Career Technical Education Liaison (Academic Senate appointee)

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

Business

1. Review of Minutes

Iris Carroll moved to approve the minutes of December 2, 2011. Rosanne Faughn seconded. The minutes of December 2, 2011 were unanimously approved.

2. Review of Agenda

Michael Guerra reviewed the agenda with members.

3. Faculty Priorities

Michael Guerra informed members that the information in the handout was generated from PRNet and ranked by the different councils. Michael created a document that put the information in a format so members could see what each council ranked. He brought the resulting document for discussion of all of the personnel items.

Adrienne Peek reminded members that as part of getting ourselves off probation, we have set timelines that match up with the district and we are off our timeline. She added that as soon as Planning & Budget takes action she can present it to the Senate.

ACTION

Iris Carroll moved to accept the prioritized staffing list presented. Rose Lamont seconded. Motion passed with unanimous aye vote.

Adrienne Peek will present a list of the faculty prioritization to the Senate.

Iris Carroll asked where the replacement of the library dean conversation takes place. Larry Calderon responded to start with College Council. Adrienne Peek stated that it was this institution's plan to go forward after two full days of workshops to plan to begin the conversation about institutional planning and nothing has happened.

Larry Calderon responded that he suggested when he first came on that strategic planning needs to be addressed. Kevin Alavezos suggested reordering priority for each area and have discussion at College Council. Kevin took the prioritized staff list and reordered it based on councils' ranking with all #1's coming on top from every area which he felt would be a good start. In other words, sorting so all #1's rise to the top.

Adrienne Peek said that she agrees that as an institution we need to come to consensus about the core measures, values, and institutional priorities. She continued that we need to establish and form those, begin ranking and planning. She added that the CEO should lead the discussion.

Larry Calderon said at this point, it would go to the new interim president and he agreed that the conversation should start in College Council. Iris Carroll said that the conversation needs to occur in other places as well.

Kevin Alavezos suggested that a timeline be set up.

Karen Walters Dunlap informed members that at the joint meeting on Monday, there will be a proposal that will go out to constituent groups. A meeting was held yesterday and some of the issues were resolved with the diagram. She added that we will have a proposal that will go out, feedback will happen, and conversations will begin in March.

4. Classified Prioritization

Rosanne Faughn recognized that right now there is no funding for positions.

Michael Guerra stated that program review is done by all and there is a cycle of program review so everyone's is not done at the same time. Program Reviews are scheduled and reviewed by deans and faculty members. It is looked at in terms of the entire college and how it relates to the budget, job placement data, persistence, graduation rates, or transfer to see or note improvement or decline. There is an action plan process. If an item is identified, the action plan is examined there by the program review committee and advanced to the College Council or strategic council. Action plans are also advanced and submitted to technology, personnel or equipment after being prioritized by College Council or the Strategic Planning Council. When it comes to budget, you start reviewing the prioritized items such as technology, personnel, space, et cetera for funding, then you truly have dialogue where planning is driving the budget.

Michael Guerra stated that he wants to perfect how this institution does planning beginning with program review. He wants in-depth examination into the programs to determine whether they rise to the level of funding and what doesn't.

Rosanne Faughn added that we have briefly touched on total cost of ownership and she thinks it is very important and she would like to see more efficiency and working together because there are silos. She stated that we have had it before where management and classified are together in the ranking and this time it is separate. Rosanne stressed that total cost of ownership is a very important piece because we do have the buildings coming on line. The fact remains that we are doing more with less and she would really like to see us all work together.

The program review committee would make recommendations to advance to technology, personnel or equipment. Larry Calderon informed members that there would be a new task force comprised of members who are familiar with the software.

Michael Guerra said that he suggested earlier that maybe it is time to do a desk audit and look at functionality. If we spend less money in the classroom due to workload reduction, because we have the 50% law, we have to reduce on the other side. Kevin Alavezos suggested cross training. Michael Guerra referred to the method of *swarming* where years ago everyone came together to register students.

Brenda Thames reported attending the PRNet party where she learned a lot. She added that there were some problems but everyone learned a lot. Adrienne Peek responded that this was our first attempt and first time using the software and the progress that was made was astonishing.

5. Disaster Plan

Nancy Sill agreed that we need to do a desk audit to determine where we are duplicating services. We need to start prioritizing and have that drive everything we do. She doesn't see where this is coming from and it is not business as usual.

Larry Calderon pointed out that we are all represented by some group and those are the official mechanisms by which collective bargaining and salaries are taken care of. We need to make sure they represent our interests and give the full array of possibilities available. We need to ask *what are you talking about on my behalf?*

Karen Walters Dunlap informed members that the college is looking at a 5% minimum reduction for next year. Task forces for the different areas do a *mission critical* one to three tier plan. There is a group of ten faculty and Student Services and classified representation is needed.

ANNOUNCEMENTS

ADJOURNMENT