



**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
August 21, 2012**

Committee Member	Representing	Present	Absent
Jill Stearns	Co-Chair, MJC President (non-voting)	X	
John Zamora	Co-Chair, Academic Senate President (non-voting)	X	
Jenni Abbott	Director Grants & Resource Development	X	
Kevin Alavezos	Academic Senate appointee	X	
Iris Carroll	Learning Resources Liaison, Academic Senate appointee	X	
Paul Cripe	Academic Senate appointee	X	
Rosanne Faughn	CSEA appointee		X
Jim Fay	Vice President of Instruction	X	
Michael Guerra	Vice President of College Administrative Services		X
Rose LaMont	YFA Budget Analyst		X
Maurice McKinnon	Instructional Dean	X	
Martha Robles	Student Services Administrator	X	
Nancy Sill	YFA appointee	X	
Brenda Thames	Vice President of Student Services		X
Joan Van Kuren	CSEA appointee	X	
Robin Jones	ASMJC Student Rep		X

Vacant position

YCCD Internal Auditor and Budget Analyst (ex-officio)
Faculty Career Technical Education Liaison, Academic Senate appointee
Technology/Distance Education Liaison, Academic Senate appointee

Business

1. Review of Minutes

Martha Robles moved to approve the minutes of April 23, 2012. Jim Fay seconded. The minutes of April 23, 2012 were approved with a correction to the attendance.

2. Review of Agenda

John Zamora reviewed the agenda with members.

3. Enrollment Management (standing item)

Jim Fay reported that the college is within 100 of where it was last fall with almost 16,000 students. Gina Rose, Assistant Chancellor, Information Technology will provide a list of the most productive courses for the one 1% that has been set aside. Jim stressed that if the tax initiative does not pass, the college will have to cut 1,000 FTES.

John Zamora thanked Dr. Fay for his services to the college as Interim Vice President of Instruction.

4. Transition from Planning & Budget Committee to Resource Allocation Committee

John Zamora stated that part of the refinement of the participatory decision-making document currently in process involves the Planning & Budget Committee. At the January 30, 2012 joint meeting of constituency groups, it was decided that the Planning & Budget Committee would become the Resource Allocation Committee, retaining its responsibilities with budget and planning would be the responsibility of College Council. The Resource Allocation Committee would not be a standing committee of the Academic Senate but would still act on a college-wide basis, with the Academic Senate President being one of the co-chairs. For this process to continue, the Planning & Budget Committee needs to discuss this change and make recommendations regarding how it will move forward as the Resource Allocation Committee.

John Zamora stated that he would like to review the charter, explaining that it would move outside of an academic standing committee. Questions for discussion: Should planning move outside of the Planning & Budget Committee, moving toward budget? Should membership change or chairs? Should the president or VP of College Administrative Services be co-chairing? Should resource be budget only?

Jenni Abbott pointed out that the Director of Grants and Resource Development was added to the membership.

Nancy Sill said she is not sure how we define our role so the college can do its business. She added that the Planning & Budget Committee went through hours of staff prioritization and then Cabinet decided. Iris Carroll agreed that PBC was circumvented.

John Zamora responded that this committee flows to College Council and he distributed a flow chart that illustrated and that was also distributed at the last College Council meeting. John added that coordination has to take place between the two groups and resource allocation is actually what we have been doing the last couple of years. It needs to be decided what direction we are going to go. He asked members would they would like to see happen.

Iris Carroll stated that at the end of the semester, College Council would be the main body bringing together institutional planning. This committee would be represented at College Council, with the expansion of College Council, with communication going back and forth.

John Zamora explained that the vetting process started Monday with the decision-making document. Jenni Abbott interjected that if we can just identify that College Council is the “overall” planning body, adding that every body plans to an extent.

Martha Robles stated that she thinks we are talking about allocation and it would be outside of the Senate committee. Jenni Abbott cautioned that we have to separate from operational things that happen daily on campus.

Jim Fay felt that this committee would make strategic recommendations if the tax initiative does not pass. A general direction and guidance would have to be set as just going across the board with cuts would weaken every area. Maurice McKinnon said that in addition, we have to consider the needs of the community.

Nancy Sill asked if we should be identifying things in program review for growth, etc.?

Paul Cripe added that he had assumed that planning would be done at College Council as it is important for the overall direction of the college. He asked if we would really accomplish anything today in terms of the charter.

Martha Robles stated that we should be looking at growth and scenarios for having to cut.

Kevin Alavezos said that there has to be some kind of range for looking at programs and something to set the trigger, taking a harder look at programs. He stated that a Resource Allocation Committee could look at areas of the college that could become more efficient, adding that everything goes back to program review.

Jim Fay responded that if you have some specific guidelines it helps the committee make decisions, adding that Kevin is right.

John Zamora urged members to review the decision-making document to see if it is constant, does it explain what we are doing? The decision-making task force is trying to capture what we do and make us more effective in our day-to-day operation. John also said to spend some time with the graphics to determine if it is useful or not and does it explain resource allocation? He said that he is hearing that we need more time to discuss the charter and to discuss with members who aren't here. Think about what the role will be of the committee. How does everything align with the committees? It needs to be clear what they do, operationalize ideas. Looking at ranking of resource allocation, come up with guiding principles. Really be involved with resource allocation and guiding principles in day-to-day operation. Define what resources we have and how we manage current resources.

Martha Robles added that there are different types of resource grants and growth and then there are cuts. Jenni Abbott added that there are other monetary resources and human resources. Come up with questions and we can come up with answers.

Jill Stearns stated that this body would recommend and some unit needs to be responsible for having that bigger picture of the budget. Resource allocation is a lot bigger than budget. There

are four predominant areas and we need to establish priorities and guiding principles for when there is money on the table and how we are going to best use it. There needs to be some foundational reasons. Also, what are the recommended priorities for when we must reduce? The ideal time for having conversations is not when we are in a crisis. The fact that PBC took the time to rank and have the dialogue is really important to document as evidence of dialogue.

John Zamora suggested calling it our budget master plan for now and start the guiding principles and processes. We have to look at the charter and be sure the membership reflects the charter. Jenni Abbott added that we need to know what questions we are trying to answer as we develop a budget plan. Jill Stearns stated that in the guiding principles there needs to be a determination whether you fund programs that are growing or ones that are struggling. College Council is going to rely on other councils and committees to make recommendations.

5. Meeting Schedule

Members decided that meetings will be held the first and third Fridays at 10:00 a.m. starting September 7th.

Future Agenda

1. Review decision making bodies and figure out where we fit in and start talking about PBC's charge, vision, charter, and core values.

John Zamora will forward budgetary master plan sections from other colleges.

ANNOUNCEMENTS

ADJOURNMENT