

**Modesto Junior College
Planning & Budget Committee
Meeting Minutes
September 30, 2011**

Present:

Larry Calderon, Co-Chair, MJC President (non-voting)
Adrienne Peek, Co-Chair, Academic Senate President (non-voting)
Jenni Abbott, Director Grants & Resource Development
Kevin Alavezos, Academic Senate appointee
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Paul Cripe, Academic Senate appointee
Rosanne Faughn, CSEA appointee
Rose LaMont, YFA Budget Analyst
Don Low, Vice President of Student Services
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Jim Sahlman, Technology/Distance Education Liaison, Academic Senate appointee
Nancy Sill, YFA appointee
Joan Van Kuren, CSEA appointee
Karen Walters Dunlap, Vice President of Instruction
Robin Jones, ASMJC Student Rep

Absent:

Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Carmen Fernandez, Vice President of College Administrative Services

Vacant:

Director of Research and Planning (ex-officio)
Faculty Career Technical Education Liaison (Academic Senate appointee)

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

Business

1. Review of Minutes

Action Item

Larry Calderon clarified that the statement he made regarding the Academic Senate appointing the president to committees is actually a question and should be punctuated as

such. Rose LaMont moved to approve the minutes of September 16, 2011 as corrected. Kevin Alavezos seconded. The minutes were approved by aye vote.

Martha Robles moved to approve the PBC Workshop minutes from August 18, 2011. Joan Van Kuren seconded. The workshop minutes were approved by majority aye vote.

2. Align MJC Strategic Plan with YCCD Strategic Plan

Adrienne Peek distributed copies of the Strategic Planning & Budgeting Processes' Timeline of Activities, the Integrated Planning & Budgeting Processes' Timelines of Activities and the Executive Summary Analysis of MJC Staffing Prioritization Process Survey Spring 2011 documents for information.

Adrienne stated that the aligning of the MJC's Strategic Plan with YCCD's Strategic Plan was supposed to be done at the August 18th workshop. Due to time constraints, this was not done. Ken Hart will be asked to provide a matrix for aligning the two plans which will be sent out to members for electronic approval.

3. Staffing Prioritization Process

Karen Walters Dunlap, representing the Accreditation/Institutional Effectiveness Committee (AIE) stated that program review processes are going through the hopper. Program reviews are due on October 14th. Divisions/units need to prioritize resource requests between the 15th and the end of the month. Lists are due to the appropriate planning council by November 7th.

Karen distributed the Process for Prioritizing Staffing and Equipment Requests document that was approved July 26, 2010 and the ranking process diagram that was done last year. She reminded members that this year PBC approved a fourth body to approve requests and that is the Technology Council. AIE will extract all technology requests and forward to the Technology Council. Jenni Abbott stated that there are about 22 people in the council. The council members have met with each of the unit heads and requested representatives and these names were forwarded to CSEA and Senate for permission to have them serve.

Karen will meet with the new VP of College Administrative Services to discuss the Administrative Council.

IAC is meeting to discuss staffing prioritization on November 7th & 14th between 10:00 and noon. If PBC members are interested in participating in the staffing prioritization meetings, IAC is having a meeting October 21st to develop a rubric and criteria. Karen stressed that these meetings are open to any member of PBC. Contact Amy Bethel if you would like materials ahead of time.

IAC Council is expanding by four faculty and Karen has asked the Senate president for four faculty members' names for prioritization. Two faculty member representatives from Business, Behavioral & Social Science are being allowed due to the fact that the division is without a dean right now.

Karen distributed the student learning rubric and the scoring rubric IAC used last year for the faculty priority list. There will be training for the extra faculty regarding SLO outcomes and what IAC is looking for with the prioritization rubric scoring. Last year 95 positions were prioritized. Everything is moving forward on the process with the exception of the Administrative Council which Karen may do.

AIE is having the last PRNet party. One of the problems encountered is the feedback loop. There are about 180 program reviews that need to be assessed and evaluated on December 9th. AIE will be sponsoring a program review party and will be evaluating and providing feedback on every single program. There are only 14 people on AIE and this will be open to anyone who wants to attend. The first hour, everyone will sit together as a group and develop the rubric so everyone knows what a good program review looks like. Then, everyone will break off into work parties (faculty, classified and management). Each work party will get 10 program reviews. At the end of the day, all will be evaluated by the program review work group. AIE is striving to have a balanced mixture on all groups.

4. Technology Committee Prioritization Rubric

Jenni Abbott distributed the College Technology Council Prioritization Allocation Rubric. She explained that the scoring is divided into five areas and is ranked in two categories, specific to the area.

The five scoring areas are as follows:

1. Planning & Strategic Goals
2. Student Success or Access
3. Compliance or Unit Productivity
4. Industry or Discipline Relevance
5. Technical Infrastructure (personnel, facility, back-end technology)

Jenni expressed concern that as people make requests for technology, that they don't think about the needs and personnel from the district (Technical Infrastructure area). If the request comes with an understanding of how many personnel it takes to make it function, then the council can have discussion. She added that this is a starting place and they are happy for any feedback. A bit of this is educating the college as a whole about what technology needs entail.

Adrienne Peek felt that professional development would go to the Professional Development Committee where one committee sees all professional development. Jenni responded that she thinks that how professional development works here just hasn't been worked out yet.

Jim Sahlman asked if Technology Infrastructure should have more weight than what it does? Jenni responded that she feels that some of that will come in after we run it for a year. She stated staff development or training can be added. Karen added that rubrics need to get out from the councils to people next week so they can make any necessary adjustments. Jim suggested that maybe a log could go on for items people think should have been on the program review.

Jenni Abbott added that they will be looking for external resources for some of these requests. The points for infrastructure and planning and strategic goals areas will be increased.

Action

Jenni Abbott will make the suggested changes to the Technology Council Prioritization Allocation Rubric and bring it back to PBC as information.

ANNOUNCEMENTS

ADJOURNMENT