

Modesto Junior College
CTC Meeting Minutes

November 14, 2011

Approved Minutes

Co-chairs: John Zamora, Nadia Vartan

Present: Arnold Chavez, Will Lotko, Ellen Dambrosio, James Clarke, John Zamora, Pamela Aguilar, Shamiran Pourelyas, Laura Maki, Jenni Abbott, Carol Ellis, Michael Guerra, Nadia Vartan, Francisco Banuelos, Nancy Backlund

Absent: James Palmer, Josh Hash, Larry Scheg, Mel Ainsworth, Michael Sundquist, Pedro Mendez, Scotty Gonser, Shelton Patterson, Timothy Vaughan, Michael Smedshammer, Dale Phillips, Yoseph Demissie, Nora Seronello

Discussion on Personnel Requests

Everyone should have their personnel related requests scored and emailed to Jennifer as soon as possible, but no later than tomorrow morning, 11/15/11. We will come together tomorrow to look at the combined scores and rank them accordingly.

Database #516 was being questioned, as to if it was a technology related personnel request. Jim called Patrick Bettencourt during the discussion and clarified that this request represents the portion of Cheryl Chavez's time she spends working on Columbia College's Blackboard support. It's not a request for funding, it's an information item to indicate that part of her time is spent supporting Columbia and is being paid by MJC. For our purposes, we did not rank this, as it is a currently funded position.

Allied Health requested four Information Systems Technicians and one Information Systems Specialist. The four technician positions are half-time positions to cover classes being held in the new Glacier Hall building. There are ten new rooms with extensive equipment. The specialist position is a request to reclassify Scotty Gonser into an appropriate position for what he handles for the division.

Database #636 is for a Planetarium Technician. This is not an immediate need. Even though it's not an immediate need, we should still score this request. The same applies to request 645.

If there seems to be a lack of information in the request, or if the request is poorly written, it is only natural that the score will be lower.

There were four Tech Ed positions discussed. We questioned if database #s 58, 182, 196 and 616 were really technology related positions. It was determined that items 185 and 616 did relate to technology so we will score them.

We noticed that the rankings done at the dean level are not consistent. Some used numerical values, some letters. Their ranking won't necessarily sway our results. We will score the requests based on our rubric.

We are not sure how our ranking will be presented to the Planning and Budget group at this point. We will send our recommendations to them, but there may not be a formal presentation as to how and why we ranked the requests as we did. They may do what was done last year and host an open forum for anyone to attend and explain their requests and the need to have it funded. We will be including a rationale in our recommendations to Planning and Budget.

As we reviewed the personnel requests, we noticed the dollar amounts are inconsistent, as well as the description or classification. Are benefits included? Are they part-time or full-time? We can only score on what we see. We cannot score based on the amount, but based on the description and justification for the need to have this position funded.

Database #481 is a request to replace Jim Clarke's position. It is being requested at 12 months. Jim currently works 10 months, which is not sufficient. His job requires work year round.

There was much discussion that some of these requested positions appear they should be located under the Media and Technology Services departments. For example, the four Information Systems Technicians requested by Allied Health, will not be under the umbrella of Media and Technology Services, but under Allied Health. Further discussion should occur in this committee whether or not technical services such as these should be centralized.

The council was instructed to be consistent in their individual scoring of each personnel request.

It was mentioned that it would be helpful to have representation from each area sit in on this ranking process. We do have representation from almost all areas on campus on this committee; however, not all were able to participate in this ranking process.

Discussion on Non-personnel Requests

In the next round of Program Review resource requests, it would be helpful to use some type of nomenclature to identify technology related requests. Perhaps use an asterisk for classroom equipment, a square for computer requests, a circle for a new computer lab, etc.

If you come across non-personnel requests that are a low priority, score those low or not at all. Only score valid, reasonable and beneficial requests.

Next Steps

Action Item:

- Email your scored personnel requests to Jennifer

WHO: Everyone in CTC

WHEN: No later than Tuesday, November 15, 2011, 9 a.m.

Next Meeting: Tuesday, November 15, 2011, 2 p.m. – 5 p.m. in Yosemite 213, to rank resource requests.