



Scantron

## Course Evaluation Results

Dear Mr./Dear Ms Governance Council Structure and Effectiveness,

This report contains evaluation results for Resource Allocation Council / RACoun1

Your students' responses to the individual questions are listed first, followed by a "Profile" graphic that records the average response to each question.

The final portion contains your students' written responses to the three questions in the "Comments Section" of the evaluation form, as transcribed by a Data Entry Assistant within your division office.

Respectfully,

Your Division Office Staff

# Governance Council Structure and Effectiveness

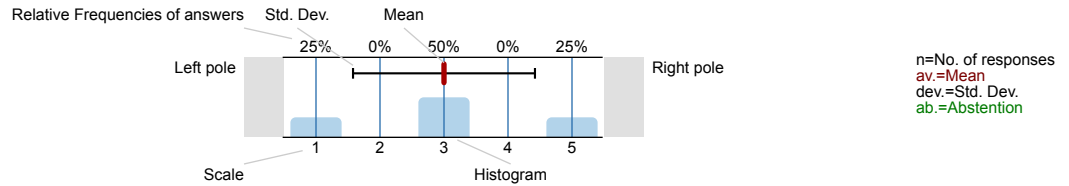
Resource Allocation Council (RACoun)  
No. of responses = 10



## Survey Results

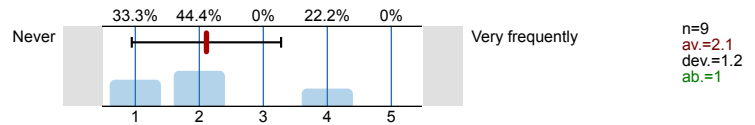
### Legend

Question text

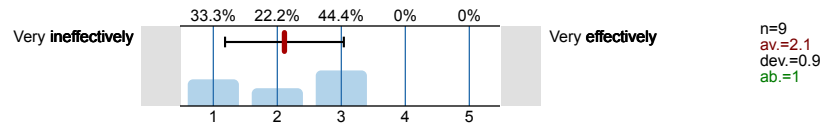


### 1. Resource Allocation Council charge #1 says, "The development, articulation and implementation of a process by which unit program reviews and the College's annual strategic goals are linked to resource allocations."

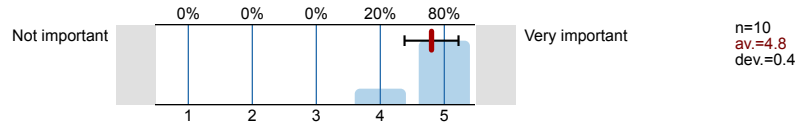
1.1) How frequently did the council address this item over the 2014-15 academic year (RACoun-1)?



1.2) How effectively did the council address this item in the last year when it arose for discussion (RACoun-1)?

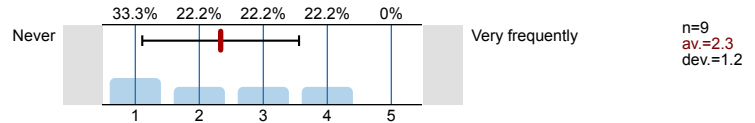


1.3) How important is this item for inclusion within the charge of this council (RACoun-1)?

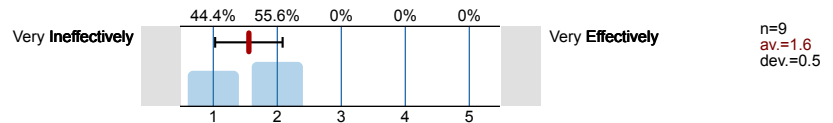


### 2. Resource Allocation Council Charge #2 says, "Recommend institutional budget allocations and expenditures priorities established through budget development process."

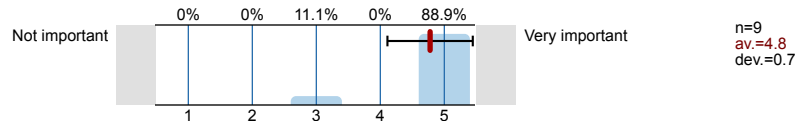
2.1) How frequently did the council address this item over the 2014-15 academic year (RACoun-2)?



2.2) How effectively did the council address this item in the last year when it arose for discussion (RACoun-2)?

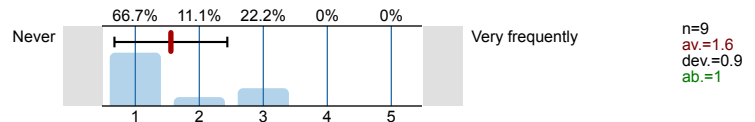


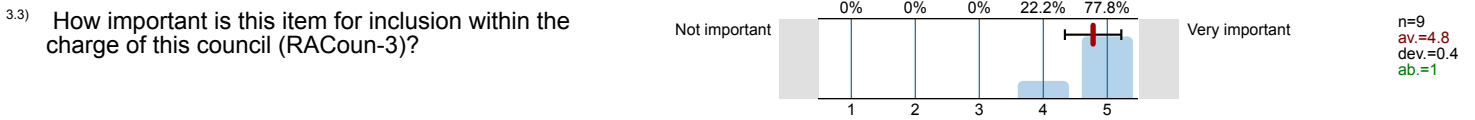
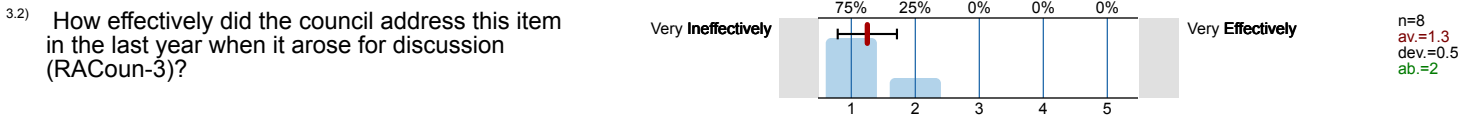
2.3) How important is this item for inclusion within the charge of this council (RACoun-2)?



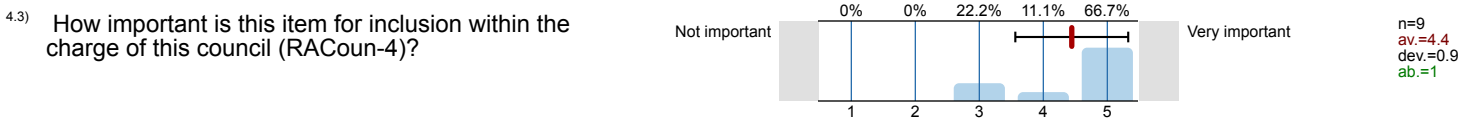
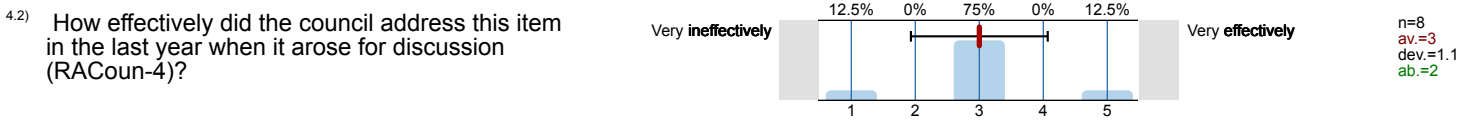
### 3. Resource Allocation Council Charge #3 says, "Participation in the review/revisions of the college's Master Plans."

3.1) How frequently did the council address this item over the 2014-15 academic year (RACoun-3)?

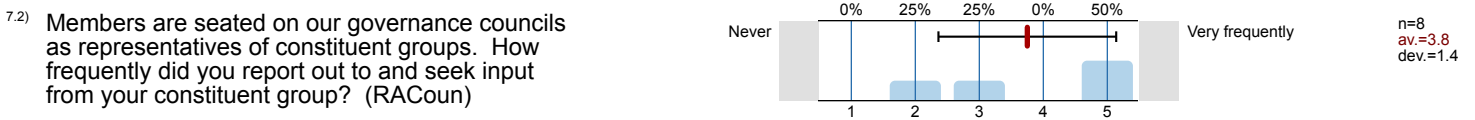
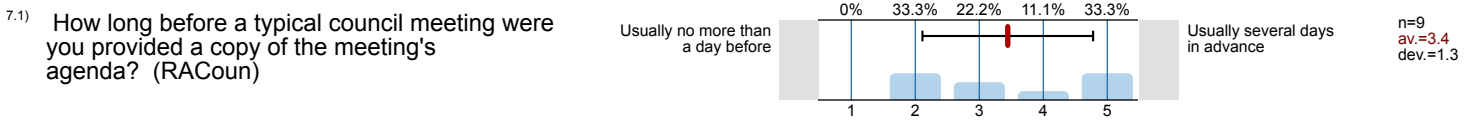




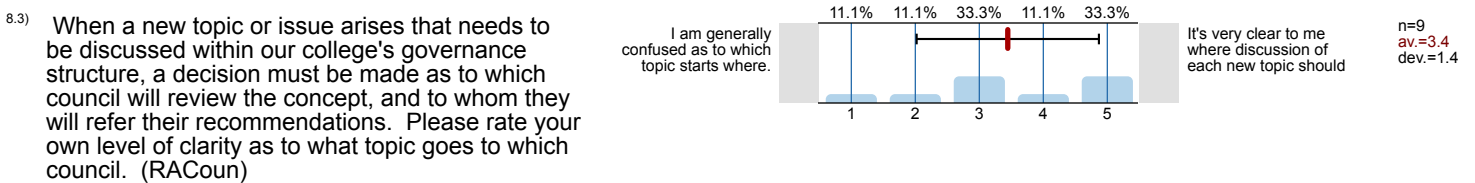
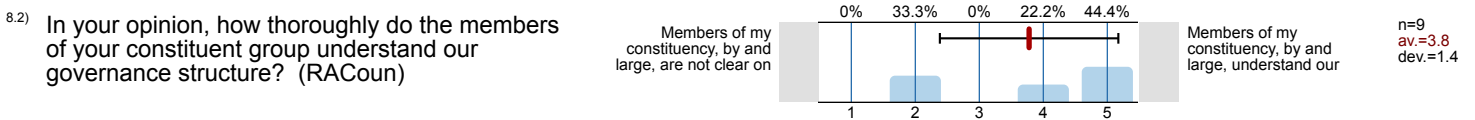
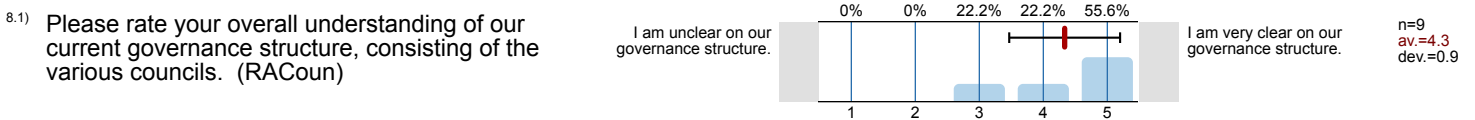
4. Resource Allocation Council Charge #4 says, "Support of the legal responsibilities of all constituent groups related to resources."



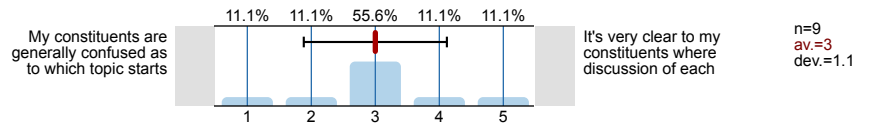
7. Communication and Representation



8. Clarity of "Engaging All Voices," the college's overall governance structure



8.4) In your opinion, how clear are your constituents on the starting point for new discussion items? (RACoun)

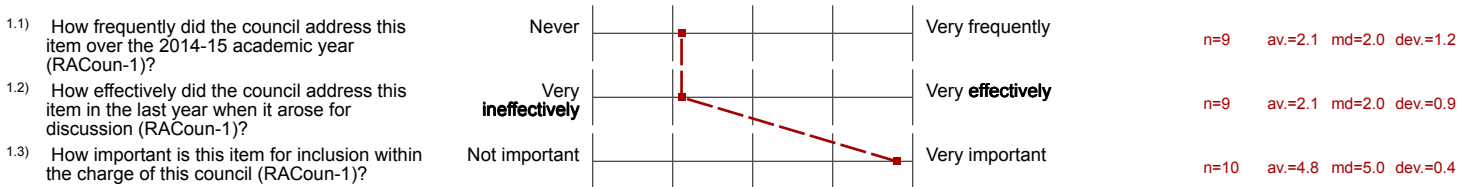


# Profile

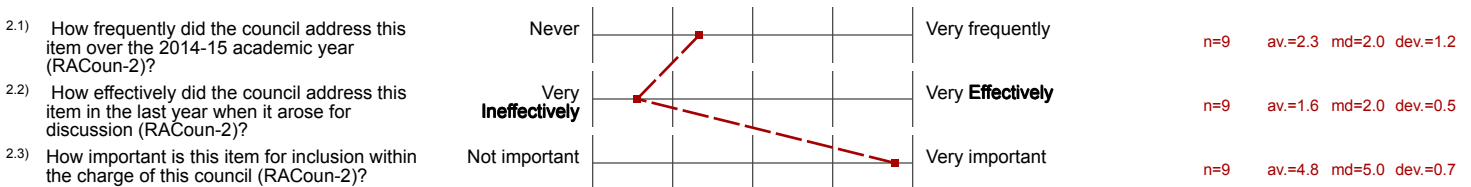
Subunit: **Research and Planning**  
 Name of the instructor: **Governance Council Structure and Effectiveness**  
 Name of the course: **Resource Allocation Council**  
 (Name of the survey)

Values used in the profile line: Mean

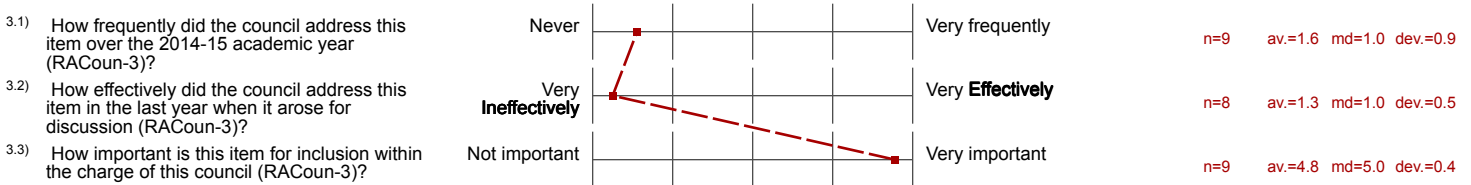
**1. Resource Allocation Council charge #1 says, "The development, articulation and implementation of a process by which unit program reviews and the College's annual strategic goals are linked to resource allocations."**



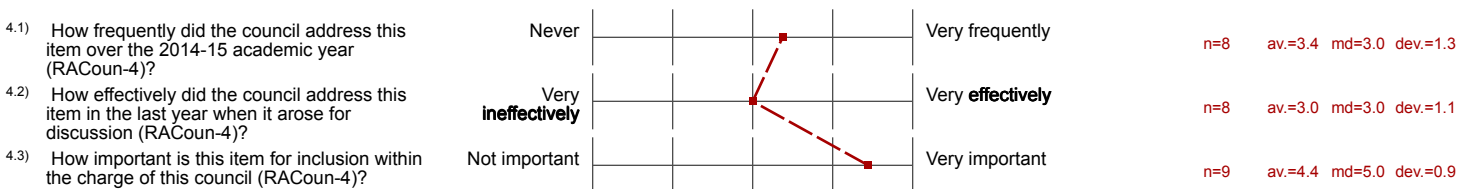
**2. Resource Allocation Council Charge #2 says, "Recommend institutional budget allocations and expenditures priorities established through budget development process."**



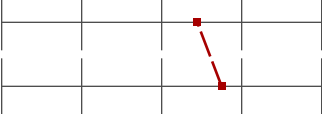

**3. Resource Allocation Council Charge #3 says, "Participation in the review/revisions of the college's Master Plans."**



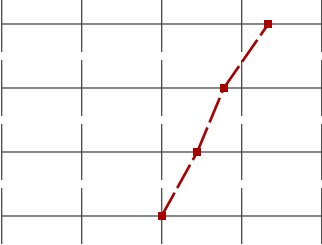
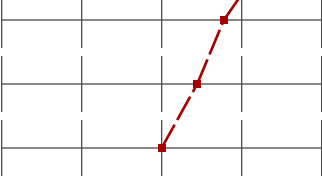


**4. Resource Allocation Council Charge #4 says, "Support of the legal responsibilities of all constituent groups related to resources."**



7. Communication and Representation

7.1) How long before a typical council meeting were you provided a copy of the meeting's agenda? (RACoun)	Usually no more than a day before		Usually several days in advance	n=9	av.=3.4	md=3.0	dev.=1.3
7.2) Members are seated on our governance councils as representatives of constituent groups. How frequently did you report out to	Never		Very frequently	n=8	av.=3.8	md=4.0	dev.=1.4

8. Clarity of "Engaging All Voices," the college's overall governance structure

8.1) Please rate your overall understanding of our current governance structure, consisting of the various councils. (RACoun)	I am unclear on our governance structure.		I am very clear on our governance	n=9	av.=4.3	md=5.0	dev.=0.9
8.2) In your opinion, how thoroughly do the members of your constituent group understand our governance structure? (RACoun)	Members of my constituency, by and large, are		Members of my constituency, by and large, are	n=9	av.=3.8	md=4.0	dev.=1.4
8.3) When a new topic or issue arises that needs to be discussed within our college's governance structure, a decision must be	I am generally confused as to which topic		It's very clear to me where discussion of	n=9	av.=3.4	md=3.0	dev.=1.4
8.4) In your opinion, how clear are your constituents on the starting point for new discussion items? (RACoun)	My constituents are generally confused as to		It's very clear to my constituents where	n=9	av.=3.0	md=3.0	dev.=1.1

## Comments Report

1. Resource Allocation Council charge #1 says, "The development, articulation and implementation of a process by which unit program reviews and the College's annual strategic goals are linked to resource allocations."

<sup>1.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's guiding principles (RACoun-1). (Input on matters broader than this specific item will be gathered later in this survey.)

- Charge #1 is very important. There seems to be a disconnect between resource allocation and strategic goals.
- There is not a connection between resource allocation and the College's annual strategic goals.
- We don't know what the strategic goals are.
- We rarely if ever talked about the College's annual strategic goals.

2. Resource Allocation Council Charge #2 says, "Recommend institutional budget allocations and expenditures priorities established through budget development process."

<sup>2.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's guiding principles (RACoun-2). (Input on matters broader than this specific item will be gathered later in this survey.)

- By Addressed, I mean we discussed often how important it is that RAC be involved in budget development; however, it didn't happen.
- Recommending priorities is important for RAC but recommending allocations is not.
- The RAC Council has not fully participated in institutional budget development, resources allocation, and/or the establishment of expenditure priorities.
- The only money the council allocated was IELM money.
- This council has not yet engaged in the budget development process.
- the only allocations we talked about were IELM. I don't even know where the discussion regarding allocating the supplemental requests took place because that happened at the end of spring semester and we did not meet over the summer.

3. Resource Allocation Council Charge #3 says, "Participation in the review/revisions of the college's Master Plans."

<sup>3.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's guiding principles (RACoun-3). (Input on matters broader than this specific item will be gathered later in this survey.)

- It would be helpful if we knew what the master plans are.
- The RAC Council has not participated in the review/revisions of the college's Master Plan.
- The various plans of the college are not up-to-date.

4. Resource Allocation Council Charge #4 says, "Support of the legal responsibilities of all constituent groups related to resources."

<sup>4.4)</sup> Please provide any comments or suggestions specific to this aspect of the council's charge (RACoun-4). (Input on matters broader than this specific item will be gathered later in this survey.)

- All constituencies are represented on this Council; however, quorum is frequently not met.
- Constituent groups are represented on the council. However, lack of regular attendance by some members has been a problem in the past. We have had several meetings without quorum.
- I'm not sure what #4 of the charge means
- RAC had discussions about allowable usage of IELM and lottery funds.
- We did look at the funding regulations regarding IELM monies.

- We do try to consider all constituent groups in council discussions.

## 5. Functionality of this Council

5.1) On which topic or task over the last year was this council *most* effective and/or productive. Please explain. (RACoun)

- Addressing legislation and restrictions on funding sources, such as IELM
- Allocation of IELM
- Distributing IELM funds
- I guess allocation of IELM monies.
- IELM. We effectively distributed several hundred thousand dollars.
- The council distributed IELM funds this past year.
- The distribution of approximately \$425,000 of IELM funds.
- The topic of aligning our RAC goals to match the budget and have an understanding of the budget while outlining clear directives of our charge and include implementation of RAC meeting topics to correspond more accurately with the state budget cycles.

5.2) On which topic or task over the last year was this council *least* effective and/or productive? Please explain. (RACoun)

- Addressing the college budget and oversight, review of the College Master Plan as it relates to direction and fiscal resources
- Articulating its charge and determining purpose
- Institutional budget development or the review/revisions of the college's Master Plans.
- Participation in budget development. The council wasn't in on the process.
- The charge of the RAC is adequate, but the council seems to struggle with how to implement the charge. The members of the council seem committed and desire a meaningful and worthwhile process.
- This council is neither effective nor productive. We spend an inordinate amount of time reviewing our goals and charge. All we did last year was allocate IELM monies and even then we looked at the division rankings regarding IELM monies. The council did not have complete narrative or statistics to support these requests. We didn't change any request rankings that matched the funding guidelines.
- We don't have discussion about how to best manage our current resources. We discuss how to get more money allocated from the district, but we should consider the resources we have.

5.3) This council is composed of representatives for a variety of interested and affected groups at the college. Membership is shown on the council website here: <http://www.mjc.edu/governance/rac/>. Should the membership of this council be augmented or reduced? Please be specific and provide rationale. (RACoun)

- I believe the membership of this council is balanced. However, regular attendance could be improved.
- I think the membership is fine; however, we have so many high-level administrators on the list that we rarely can make quorum due to their scheduling conflicts.
- No. The membership is inclusive for all constituencies.
- The membership needs to be addressed. We had difficulty getting quorum most meetings, but part of that was that members felt like they were "rubber stamping" pre-made decisions.
- There needs to be a way to meet quorums each meeting. If administrators cannot attend for two meetings in a row, we need to re-evaluate whether they need to be there each meeting or simply on days when actions or information requires their presence.
- We have a very hard time reaching quorum.

## 6. Scope of Responsibility of this Council



- 6.1) Are there items *within* this council's charge or significant duties it performs that might be more effectively addressed by *another* governance council? If so, please provide specific suggestions for what might move out of this council's realm of responsibility. (RACoun)
- I think there are times that several councils duplicated efforts. The same people are in multiple meetings. Maybe we need fewer councils.
  - It is my belief that the staffing piece, for both faculty and classified, should be reviewed. Although the specifics of who is being hired is not a RAC issue, hiring in general is directly related to budget allocation. All full-time hires become a permanent piece of our ongoing budget.
  - Need more research to formulate an answer.
  - No, the charge is appropriate.
  - No.
- 6.2) Are there items *outside of* this council's charge that might be more effectively addressed by *this* governance council? If so, please provide specific suggestions for what might move *into* this council's realm of responsibility. (RACoun)
- Enrollment -- broad number of sections, ftes generated, and a review of productivity indicators (ave class size, average ftes per section). This data can then be shared with faculty through Senate and YFA reports allowing all groups to be informed of the revenue and cost factors of the college.
  - Need more research to formulate an answer.
  - Yes.  
Determining human/technology resources requirements each academic year and prioritizing those needs.

## 7. Communication and Representation

- 7.3) In general, how did you gather input from your constituent group regarding items under discussion on this council? Please comment on your effectiveness at gathering and representing their interests. (RACoun)
- Faculty contact representatives with questions and concerns, faculty discuss concerns at meetings, and faculty leaders direct representatives regarding topics of interest.
  - I generally send an email summary out of each RAC meeting to my constituency group. At this time, RAC has not had any action items where feedback was necessary for a vote.
  - I would gather information at the constituent meeting and if necessary would send out an email.
  - Reports were given at each constituent meeting and input from constituents was solicited.
  - Up to this point, there were not any action items that needed to be discussed and/or decided on by my constituency group.
- 7.4) Please explain the method(s) you used to report out to your constituency group the outcomes of council discussions and decisions. (RACoun)
- A written report was created and distributed and oral reports and discussion ensued when appropriate.
  - A written report/summary of each meeting was sent to the larger constituency that I represent.
  - I report out to my constituency group by sending an email summary of the meeting
  - I reported out at constituency meetings
  - I reported out in different meetings.
  - Representatives report to the YFA and Senate meetings.

## 9. Summary Questions

- 9.1) Please provide any general comments or suggestions for improvement *for this council*. (RACoun)
- Follow the "Charter"/"Responsibilities" on page 37 of Engaging All Voices and the section titled "Decision-Making on Resource Allocation at MJC" on pages 23, 24, & 25.

- It is important that the council get to an implementation phase of their charge in order to make the council's efforts meaningful to its members and the college community.
- Reiterate goals and tasks to stay on track in meetings.

9.2) Please provide any general comments or suggestions for improvement *for our governance structure overall*. (RACoun)

- Provide follow up reports to the college community about the impact of fund allocations from RAC and it's impact on departments and student success. Use this information to illustrate value of the council and it's achievements.
- The structural foundation for participatory decision making at MJC is documented inside Engaging All Voices Handbook; however, my observation and the feedback I have received from a variety of individuals (faculty, staff, and administration) is that the processes outlined are not being fully followed.

9.3) Is there anything else you'd like to add? (RACoun)

- No.
- Not at this time.