



**Modesto Junior College
Resource Allocation Council
Meeting Minutes
October 18, 2013**

| Committee Member | Representing | Present | Absent |
|---|------------------------------------|----------------|---------------|
| Jill Stearns | Chair, President | √ | |
| Jenni Abbott | Grant Director | √ | |
| Kevin Alavezos | Academic Senate appointee | √ | |
| Patrick Bettencourt | Dean Rep | √ | |
| Debi Bolter | YFA Budget Analyst -Substitute | | √ |
| Andrew Campbell | Student Senate | | √ |
| Iris Carroll | Academic Senate appointee | √ | |
| Paul Cripe | Academic Senate appointee | √ | |
| Rosanne Faughn | CSEA appointee | | √ |
| Cece Hudelson-Putnam | Dean Rep | √ | |
| Susan Kincade | Vice President of Instruction | | √ |
| Chrystal Whitley substituting for Lenicia Lopez | Student Senate | √ | |
| Nancy Sill | YFA appointee | √ | |
| Brenda Thames | Vice President of Student Services | √ | |
| Joan VanKuren | CSEA appointee | √ | |
| John Zamora | Academic Senate Appointee | √ | |

Vacant position

| |
|-----------------------------------|
| Classified Staff Advisory Council |
| YFA Budget Analyst |

Business

1. Review and Approval of Minutes

A motion to approve the minutes was made by Iris Carroll, seconded by John Zamora, and approved by the council.

2. 2013-2014 Budget Update

Jill gave an update advising that the interim Vice President of College & Administrative Services, Larry Carrier, is here on Mondays and Wednesdays. His sole focus is a complete analysis of the budget including a historic look back. She states he has almost completed that and she will be meeting with Larry along with VPSS, Brenda Thames and VPI, Susan Kincade on October 28th to get a report on his findings. His findings will serve as a foundation as we move forward with our budget process.

Jill indicated that she found things in the budget prior to Larry arriving. In particular she found that in one account, one payroll cycle had expended 10% of its funds with eleven payrolls remaining. At that point, she knew an analysis was needed. Jill stated she is hoping that the money was just in the wrong GL account but we will find out more details with Larry's report. Jill confirmed that Larry is looking at budget actuals and historic actuals.

Jill relayed there is a huge benefit to having Larry here as he used to work at MJC and has a college perspective. Jill indicated that Teresa Scott has known Larry and has a lot of confidence and trust in him and that his findings will be instrumental in setting the groundwork for the permanent VP.

There was discussion asking if Larry would be able to present his findings to RAC. Jill advised that is very possible and she will check with Larry to see what his flexibility is to meet with RAC towards the first of November. She indicated that the meeting on October 28th is a closed meeting with herself and the VP's. She stated she is very pleased with what Larry has accomplished already focusing only on budget. She advised he may also have suggestions on process regarding such things as purchase requisitions or whatever it may be due to the fact that MJC is very "paper heavy" and he recognizes that. Jill reiterated that she will have more information after Larry's assessment.

3. Budget Development for 2014-2015

Jill advised that budget development will be keyed off by two things; Larry's complete assessment and direction from the district. She stated that Teresa Scott provides rough targets that will kick off processes.

A. Resource request form

Jill spoke about the resource request form that Michael Guerra was working on last year. The resource request form, once up and running, will be linked to the website and tied to program review and accreditation reports. This will be a way for groups that don't do program review on a yearly basis to make requests. It will be for requests that are beyond the everyday requests that can be funded with supply money. An example would be an updated technology item for the classroom. This form will allow deans to see what's coming forward and gives a mechanism of tracking requests and in doing so, closes the loop.

There was discussion to find out where the request goes if the deans can't find funding in their budget. It was stated that the request would be forwarded to Instruction Council or Student Services Council or it is possible the request could be funded by a grant and other resources the dean may know about.

The form will probably be housed on the Resource Allocation website but hasn't been released yet.

Discussion continued if it would be appropriate to state on the form if the request was funded and how. There will be a spreadsheet of instruction and student services requests that will be tracked and roll up to councils. It was asked if the requests will get ranked through divisions before going to councils or possibly combine and rank on the form at the division level before it goes to council. Jill advised they will be ranked.

Other items discussed were, how you would know if your request has been denied and will these requests also be submitted in January and to council in the spring. Jill stated it's possible that the funded pieces would be publicized and same timeframe for the requests.

B. Software licensing

Nancy inquired on the need to update software licensing. Jill states they would like to see all licenses be brought to Central Services where they could plan for the funding and updating of them instead of separate management of software.

Jill advised that Marty Gang is at an Educause Conference this week looking for some type of electronic solution for outcome assessments and other programs. Jenni mentioned if something is found, she may be able to help with a STEM grant. Cece mentioned she'd like to see a column added to the sheet showing what funding source was used. Cece also brought up the organizational chart request from district and how that will help the 50% rule.

Jill stated the district is trying to triangulate: college, fiscal services and human resources. She states that historically, fiscal services and HR have not integrated together. They are looking holistically at working on that integration. She states there are different areas that are being looked at for instance in facilities scheduling, there has been 3 employees in the past and now they are looking at two full-time positions and a possibility of a bump up on classification due to the responsibilities changing with only two employees.

C. Parking Permit Change

Jill informed the group that the November Board of Trustees meeting will have the parking permit change on the agenda. Michael was leading this change with Sarah working directly with our student groups who are supporting the change/increase. ASCC was not supportive of the change when presented in 2012/13 however; they now understand the benefit and support the change.

With this increase we should be able to get Campus Safety staffing back up to where they were before the cuts. The students have driven this change and have been working closely on this as they pay the biggest portion of this increase. Jill mentioned that we waive parking fees for events when we should be charging as the waiver is letting a lot of revenue go.

There are ideas in the works such as being able to buy daily permits and printing them online which makes one day passes more convenient to access for some. There is also some research on how to integrate purchasing and printing out one day parking passes when purchasing your event tickets.

There was discussion on if the parking permit increase would be adequate to cover the deficit and personnel. Jill responded that part of the challenge is that we are understaffed in Campus Safety with only one person being on duty 2 nights per week. She stated that Sarah has done her research and they are looking at all aspects. For example, with the increase amount for parking permits, they're estimating there may be a 15% reduction of students that purchase a permit and may decide to ride their bike, walk, etc. Sarah is working closely with Nora Seronello utilizing statistical data.

There was question as to why we don't bump our daily permits up to \$5 instead of \$2 since those permits are not purchased by the same people every day. The response was that \$2 is consistent with downtown city parking in which citizens have become accustom to.

Cece mentioned leftover Measure E funds could be used for security cameras and call boxes.

John inquired if the increased parking permit fee would provide 24 hour enforcement of the parking areas instead of the current cut off of 7:00 pm. Jill advised she would research that and get back to the council on what that plan is.

Jill thanked our student representative, Chrystal Whitley, in the meeting for the support of students in moving forward with our parking permit fee increase and asked her to take back her gratitude to ASMJC.

D. Homeland Security

Jill advised that we currently have a Homeland Security representative working with Becky Crow and the campus safety director at Columbia College to do an assessment of our current staffing situation. Jill states that we could be looking at a blended model of unsworn security officers and sworn armed police officers and she presumes that may be the recommendation that comes forward for our college.

Jill thanked our student representative in the meeting for the support of students in moving forward with our parking permit fee increase and asked her to take back her gratitude to ASMJC.

4. Accreditation Visit

Jill reported that our accreditation visit will be November 14, 2013. Glenn Roquemore and Laurel Jones will be returning as our team. Jill advised to continue with any scheduled meetings and if they plan to attend a meeting, she will try to give the meeting advanced notice.

Jill advised that Susan has been in contact with them asking if there are any online classes they want to look at. Online education has been addressed so she's not sure if they'll want to look at that or not.

Follow Up

1. Jill advised she will get back to the Council with a date that Larry can meet with them.
2. Jill will follow up on what the plan is for 24 hour parking area enforcement.

5. Adjournment

Next meeting will be November 1, 2013 from 10:00 am – 12:00 pm in Student Services 203.