

**Modesto Junior College  
Planning & Budget Committee  
Meeting Minutes  
February 10, 2012**

**Present:**

Mary Retterer, Co-Chair, MJC President (non-voting)  
Jenni Abbott, Director Grants & Resource Development  
Kevin Alavezos, Academic Senate appointee  
Iris Carroll, Learning Resources Liaison, Academic Senate appointee  
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)  
Paul Cripe, Academic Senate appointee  
Rosanne Faughn, CSEA appointee  
Michael Guerra, Vice President of College Administrative Services  
Ken Hart, Director of Research and Planning (ex-officio)  
Rose LaMont, YFA Budget Analyst  
Maurice McKinnon, Instructional Dean  
Martha Robles, Student Services Administrator  
Nancy Sill, YFA appointee

**Absent:**

Adrienne Peek, Co-Chair, Academic Senate President (non-voting)  
Brenda Thames, Vice President of Student Services  
Joan Van Kuren, CSEA appointee  
Karen Walters Dunlap, Vice President of Instruction  
Robin Jones, ASMJC Student Rep

**Vacant:**

Faculty Career Technical Education Liaison, Academic Senate appointee  
Technology/Distance Education Liaison, Academic Senate appointee

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

**Business**

**1. Review of Minutes**

Kevin Alavezos wanted it clarified in the minutes that he took the prioritized staff list and reordered it based on the councils' ranking with all #1's coming on top from every area, which he felt would be a good start. In other words, sorting so all #1's rise to the top.

Rose LaMont moved to approve the minutes of January 27, 2012 as amended. Kevin Alavezos seconded. The minutes of January 27, 2012 were unanimously approved as amended.

As a side note, Michael Guerra would like his comments on program review to be viewed as strengthening, clarifying his comments in the minutes. He has sent the Planning & Budget Committee program review documents from his previous experience. Michael stressed that we need to incorporate the process of program review data sets which is vital to the organization and need to rethink and keep it on the forefront. He added that he believes a committee needs to hear the presentations and make recommendations on funding to determine if a program is sustainable and viable. He hopes the college gets vested in looking at other models and a program review advisory committee is created. Iris Carroll responded that she thinks that is the Accreditation/Institutional Effectiveness Committee.

## **2. Review of Agenda**

Michael Guerra reviewed the agenda with members.

## **3. Fund 11 Budget Request**

Mary Retterer reminded members that funding can sometimes come from sources other than Fund 11 and that the 2013 strategic plan goals need to overlay the plan for allocating any available monies. She recommended the use of the strategic plan in place which goes to 2013 to drive this committee's budgetary decisions. Mary commented that the style of the 2008-2013 is a good start but does not go far enough. Using the program review and strategic plan will show it drove the decision for allocating requests, closing one of the loops. The process will start for the new strategic plan for next year. Mary Retterer will send a link to the Blue Book another college uses for planning to PBC and College Council.

Michael Guerra informed members that he has distributed a spreadsheet of salary and fringe benefit information to managers for review which is due back to him February 21<sup>st</sup>. The information will be forwarded to the Internal Auditor and Budget Analyst proceeding from there to see what the first principle of apportionment (PI) will do to the district. At that point, we will know from the district what the college will have for an allocation and begin to do the operational portion of the budget. PT/OL will be determined after that and any ancillary costs.

Michael Guerra stated that we might have to look at how we can balance workload and be diligent and more communicative in regards to persons being on vacation. Regarding the tax initiative, colleges should consider being faced with the worst case scenario. We need to take into consideration that 50% has to be spent inside the classroom. The college's target for the 50% law is more around 60% taking into consideration Columbia College and the district in the mix. Michael cautioned that it is the 2013-2014 year that we really need to be looking out for and planning. The reserve also needs to be replenished.

Nancy Sill stated that she and several people are on the task force for reducing sections 5% for fall 2012. Michael Guerra responded that he will have to be looking at what that will do to the 50% law as he is unsure at this point. He will be able to get that information when the PI comes out. The chancellor and executive vice chancellor will be facilitating site presentations on campus regarding the budget. According to the state chancellor's web site, PI comes out February 20<sup>th</sup> and Michael will be watching for it.

In response to questions, Michael Guerra informed members that he tracks vacated positions and brings them to the President’s Cabinet to have discussion on whether we go forward, hold off, or is it a frost?

Mary Retterer drew the rubric below pertaining to the upcoming budget.

Scenario	\$\$/How Much	Timeline/By when
Best Case		
Probable		
Worst Case		

Michael Guerra will be doing some analysis on the categoricals and moving funding to Fund 11. Jenni Abbott reminded members that some grants require that positions become institutionalized but not all grants have an “institutional” requirement. All grants ask for a long-term sustainability plan, but only Title V grants require a specific plan for moving personnel to the college payroll, and then only those positions written into the grant as necessary to continue to work the grant funded. She writes grants for programs or projects that do not require ongoing funding for personnel. Title V grants are “capacity-building” grants, allowing us to start a program determined to be a high-priority with a specific plan to continue that program. She is working with HR and CSEA to find a way to fund classified staff needed to support a grant that does not impact the college budget when the grant ends.

Mary Retterer requested information on the chart she drew for the upcoming budget money. She added that this group needs to know what our marching orders are and by the time we meet again, we should have PI. Michael Guerra added that we do know based on the 2011-12 final budget, what our allocation is. The Board did not act on the 2012-13 budget but there is a proposal on the district site that shows what the 2012-13 budget looks like and it shows flat but we know it is not going to be flat. The district budget was for two years out and that is why it shows flat. The result is the reserve gets eaten then and we need to replenish the reserve. He reiterated, that he does not know about money for sure until the chancellor and executive vice chancellor get the PI, but we are good for this year, however. The outcome will still be based on our contractual obligation and Fund 12 flowing into Fund 11.

Mary Retterer stated that we need to know, as a group, what we are aiming for. Michael Guerra stated that he will work as hard as he can to get the information for Dr. Retterer.

#### 4. Budget Timeline

Ken Hart distributed the *jelly bean* rubric of integrated planning and budgeting processes’ timelines of activities. Ken went over the timeline with members. Michael Guerra stated that we are on task as far as the budget timeline goes. Ken added that the document needs to be revised and the dates are the same as the handout Michael Guerra distributed. He added that he has been following the timeline fairly close which has been broken out by group. Michael stated that Ken went through interviewing members of each portion, even the district office, for dates and he thanked Ken for doing a great job.

Michael Guerra stated that a lot of the timeline activities are going to depend on what our obligation share is and what is left over. He added that the college needs to look at copiers. A list was done in 2010 for reducing costs and Michael requested that members look at this list which he will send out electronically. He will be looking at the copiers on campus to consolidate for best use of the copiers which will be based on need. Also, utilizing Duplicating more instead of office copiers will save money.

Paul Cripe questioned the security risk of using Duplicating for tests when students are working in Duplicating. Mary Retterer responded that it can be requested that only a staff member provide duplicating service of tests.

Michael Guerra stated that Duplicating will be consolidated to west campus as a pilot program. Courier service will be increased to utilize efficiency. Controlling color printers needs to be looked at because they are very expensive.

## **ANNOUNCEMENTS**

There will be an open forum regarding accreditation on Monday, February 13<sup>th</sup> in Forum 110.

## **ADJOURNMENT**