

**Modesto Junior College**  
**Planning & Budget Committee**  
**Meeting Minutes**  
**February 24, 2012**

**Present:**

Mary Retterer, Co-Chair, MJC President (non-voting)  
Adrienne Peek, Co-Chair, Academic Senate President (non-voting)  
Kevin Alavezos, 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  
Nancy Sill, YFA appointee  
Robin Jones, ASMJC Student Rep

**Absent:**

Jenni Abbott, Director Grants & Resource Development  
Iris Carroll, Learning Resources Liaison, Academic Senate appointee  
Maurice McKinnon, Instructional Dean  
Martha Robles, Student Services Administrator  
Brenda Thames, Vice President of Student Services  
Joan Van Kuren, CSEA appointee  
Karen Walters Dunlap, Vice President of Instruction

**Vacant:**

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

**Guest:**

Lorena Dorn for Brenda Thames

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

**Business**

**1. Review of Minutes**

Rose LaMont stated that she did not understand what Jenni Abbott's statement meant regarding classified being completely grant funded. Jenni Abbott will be contacted for clarification verbiage to the minutes.

Mary Retterer wanted her statement in regards to duplicating of tests to read “only a staff member”, not a “staff member only” provide duplicating service of tests. Adrienne Peek requested that the minutes show that duplicating is being moved to west campus as a *pilot* program.

Rosanne Faughn moved to approve the minutes of February 10, 2012 as amended. Nancy Sill seconded.

The minutes of February 10, 2012 were approved as amended.

## **2. Review of Agenda**

Mary Retterer reviewed the agenda with members.

## **3. Budget**

Michael Guerra referred to the *State of California Budget California Community Colleges* handout which was also provided to YFA last week. At that time the Executive Vice Chancellor described the phantom money which did not materialize which we knew would not happen. A portion of this money was to be made up with the student fee increase.

Mid-year cuts came in January 2012 adding an additional \$3 million to the cuts for YCCD. An oversight was more students applying for BOG waiver and property taxes shortfall. Now a February surprise has happened where the numbers are worse than anticipated. Adrienne Peek said that the \$3 million is best case scenario and could go to \$7 million. The total cuts to 2011-2012 to date are 11%.

YCCD's share would be approximately a \$4 million cut to state apportionment for 2012-2013 assuming the November 2012 tax package does not pass.

Adrienne Peek stated that the 2013-2014 budget for YCCD is approximately \$9 million short, including a structural deficit. The bottom line is MJC must plan for a budget reduction of \$4 million for next year and an additional shortfall for 2013-14 year (a big shortfall of 2.5 million or so).

Michael Guerra stated that we are going to have good numbers probably within the next week or so and we can probably count on \$9 million, however. Michael strongly cautioned that it is a moving target and it is really going to affect our mission (who we can serve and how).

## **4. One-Time Money**

Michael Guerra has been working with the district, advocating freezing half of the one-time money and rolling it back into the college so there is something for one time expenditures next year to cover some needs to bridge the gap. Michael added that the idea of freezing half of this money is a sound idea as we will have something we can address with should the picture change. There is now an issue facing us with accreditation which will trump everything. There will be documentation on how we use this money and that we are addressing some of these accreditation issues.

Michael Guerra informed members that he is going to suggest that we freeze further requisitions for this year, unless absolutely essential. Any new requisitions would require justification. Michael added that the college might be able to save a half million at the end of the year but we have obligations and items already in the hopper that will need to be paid. Mary Retterer stated that she would like to have any money saved to be kept with the college. Michael responded that any savings will be brought into contingency and not into the budget.

Michael Guerra continues to finalize in terms of requests for Fund 11 which were due on the 21<sup>st</sup> and continue to trickle in. He added that was a hard deadline because he has to submit to the district and he and Rosanne Faughn will be finalizing today and sending to the district. Each manager had to look at personnel to make sure they are on the list and the salary and benefits amounts are correct. That total amount will establish what the college's obligation is for the bargaining units.

Mary Retterer will be talking to the administrators about the different levels of need for the programs using a four tier approach.

**The four tier levels for prioritizing operating costs and staffing:**

- 1) The absolute must-haves for your mission to remain intact
- 2) The highly necessary to remain comprehensive and high-quality
- 3) The should haves to give your students or internal customers the best outcomes possible
- 4) What areas you could do without until funding improves again

Michael Guerra reminded members that PBC has already completed a list of staff priorities and will need to look at the #1 priorities on that list.

**5. 2009-2010 List of Reduction Suggestions**

Michael Guerra stated that PBC should begin to look at some of these suggestions and do all that are doable to begin to increase efficiency. PBC is a recommending body to the Council and president regarding budget. He stressed that one person cannot do this.

Mary Retterer would like the division deans to work with people in their areas to come up with things that can be eliminated. The goal is to come up with one big list for this body to review so we can look and see what people can do without. If everyone does that in the month of March, we can start to look at that list. Michael Guerra interjected that all the handshake agreements in the past cannot occur. Mary Retterer stressed that suggestions should come from the grass roots area, the discipline it came from.

Michael Guerra assured members that in the end, the college will submit a balanced budget. He will sit down with the president and vice presidents going line by line and reduce and make sure we balance.

Kevin Alavezos said that he felt it would ease a lot of tension if there was a forum where the president explained this information regarding reduction plans for areas. He felt that Dr. Retterer's demeanor and knowledge would bring comfort to those attending.

Adrienne Peek pointed out that some of the items on the budget reduction suggestion list have actually been implemented, i.e., the tutoring center. Rosanne Faughn clarified that there was a college wide forum that resulted in the list of suggestions. The items in blue were from the district spread sheet. Rosanne felt that the college has to hear this at a forum and items on this list could be looked at as a college. She gave the example of room utilization.

Michael Guerra informed members that a final draft is out of our new facility rates for outside organizations for MJC to try and recover costs as much as possible. He gave other examples of cost saving measures such as networking printers and copiers, using duplicating instead of copy machines, and printing in color only when absolutely necessary.

Mary Retterer added that every time people come on campus, there is an opportunity for recruitment of future students and donors. When she does a welcome at the ribbon cutting ceremony, she will tell everyone there is a naming opportunity.

Adrienne Peek asked what kind of savings there would be for having an outside organization for the bookstore and food service. Michael Guerra responded that those are outside of Fund 11. He added that money has diminished because of outside businesses selling books. Better than 50% of the colleges are going outside and looking at this. Michael also stressed that these are bargaining contractual issues when dealing with outsourcing. Rosanne Faughn stated that CSEA would not support contracting out and this must be negotiated.

## **ANNOUNCEMENTS**

A budget forum will be scheduled for the near future.

## **ADJOURNMENT**