



**Modesto Junior College  
Planning & Budget Committee  
Meeting Minutes  
April 23, 2012**

**Present:**

Adrienne Peek, Co-Chair, Academic Senate President (non-voting)  
Jenni Abbott, Director Grants & Resource Development  
Kevin Alavezos, Academic Senate appointee  
Paul Cripe, Academic Senate appointee  
Jim Fay, Vice President of Instruction  
Michael Guerra, Vice President of College Administrative Services  
Rose LaMont, YFA Budget Analyst  
Joan Van Kuren, CSEA appointee  
Robin Jones, ASMJC Student Rep

**Absent:**

Mary Retterer, Co-Chair, MJC President (non-voting)  
Iris Carroll, Learning Resources Liaison, Academic Senate appointee  
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)  
Rosanne Faughn, CSEA appointee  
Maurice McKinnon, Instructional Dean  
Martha Robles, Student Services Administrator  
Nancy Sill, YFA appointee  
Brenda Thames, Vice President of Student Services

**Vacant:**

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

**Guest:**

John Zamora

**Business**

**1. Review of Minutes**

Rose LaMont moved to approve the minutes of March 9, 2012 and March30/April 6, 2012.  
Rosanne Faughn seconded.

The minutes of March 9, 2012 and March30/April 6, 2012 were approved by aye vote.

## 2. Review of Agenda

Michael Guerra reviewed the agenda with members.

## 3. Budget Status

Michael Guerra expressed his appreciation for Rosanne Faughn for all her assistance and the college community who have worked so diligently on the budget.

Michael Guerra brought up the PT/OL budget spreadsheet on screen which he appended to Gary Whitfield's (former VP College Administrative Services) previous work. Jeremy Salazar at the district also assisted Michael in this effort as well as working with the deans the past two weeks to get to the PT/OL allocation. This information will now be able to be tracked in the future. The information is projected out for two more payrolls and what summer would be. The deans agreed to take 99% and move 1% to Instruction for contingency. Some money will be reallocated around to other areas for various reasons. Michael stressed that the budget is a work in progress but there is a good idea of where to put money. He felt that this was a good approach where a three year average was done to get a current year projection. Some areas are spending more this year and others are on target.

Jim Fay clarified that money in an account will all go back to the programs when shortfalls are identified. Michael stated that he proposed different allocations to see what it would look like. The budget overview screen was mixed with classified and administration and right now 97.5% is in salary but is out of balance by \$900,000. The Executive Vice Chancellor has agreed to augment this amount so we would be in balance. Sweeping of the budget is taking place right now but he has to cover some of the negative expenses. These figures will ebb back and forth until we get to final figures. The college is approaching close off of requisitions and soon we will be able to identify where we are. The Dell lease obligation will have to be paid from this year's budget at \$227,000. The college still owes \$75,000 on the lease for the Heidelberg press from when the printing program went away.

Michael is hoping to have a small contingency of money available. The amount of \$1.5 million needs to be swept which includes some carryover from the prior year.

Michael brought up on screen the budget comparison the Senate requested for 2012-13. He briefly went over the information under the following categories: Actual prior to 12-13, Budget prior and Budget 12-13 difference. The on screen budget detailed expenses by responsibility and activity. The object code and activity code can be looked at through Datatel's Colleague Financials where members can go on and explore every area. Detail was also shown in non-instructional areas. The spreadsheets brought up on screen will be posted to the Planning & Budget Committee under the president's website.

Final budget adjustment will be done with the PT/OL for summer, spring and fall so each area will have a little more ability to look and see how they are spending their budget throughout the year. Any object or activity area on Colleague Financials can be run. Michael accessed Colleague Financials to show how it is done, bringing up *accounting forms* and the desired year.

Michael took members through an example of viewing lottery funds. There is a minimum of \$450,000 available from lottery for next year. The lottery has a formula based on student enrollment and a small portion goes to restricted. Information is posted on the state chancellor's website. The larger the pot, the more money for education.

Michael pointed out that the budget this year is \$48,367,000 and he will have to see how categoricals ferret out, but the college is looking at the \$900,000. The first concern would be the May revise. Governor Brown said this morning that the deficit is estimated to be \$1-2 billion. It will be around May 10 when we have to identify contingency amount and the Department of Finance will announce. May 15 the college will get a look at the budget to go to the June board meeting. The final budget to the board for adoption will be September.

#### **4. Enrollment Management**

Michael Guerra brought up the institutional cost analysis report on screen as an example to look at FTES generation and cost. Kevin Alavezos volunteered to join an enrollment management work group if one is created. Michael clarified that enrollment management will continue to be agendized.

Michael Guerra brought up one of the reports Brian Sanders created showing cost per FTE by section. He added that there is a lot of data to analyze but he thinks it will be beneficial to the institution.

#### **5. Program Viability**

Jim Fay distributed the one-page "MJC *draft* Criteria for Program Productivity/Viability" which is an abridged version of the larger program viability assessment document created by the Senate. The one-page document identified hard data measures and softer data measures to measure. Jim felt that these data should not be too hard to pull out.

#### ***Suggested changes to the one-page document:***

Under hard data measures #15 should only read *Headcount per FTF*  
Eliminate #31 under softer data measures, *SLOs not up to date*

Jim Fay suggested that a phantom wait list could be developed so we would have the information. His rationale is that if you can point out that you have a large wait list, then that sends a message.

Adrienne Peek added that the Senate will have to have some input because there are some things added to the document presented today that are not referred to in the Senate's document.

Jim Fay will make changes agreed upon today and talk to the deans about the more specialized discussion regarding Paul Cripe's concern that members on the Planning & Budget Committee may not be the best to recommend if they are in no danger of having their programs eliminated.

Rosanne Faughn interjected that there are classified staff in the classrooms and it would be her responsibility to tell them that they could be laid off if a program was eliminated.

Kevin Alavezos suggested establishing a range for the programs to fall into. Michael Guerra stated that members need to take this information back to all their constituents.

Paul Cripe stated that he sees these documents as two different flavored things. There is something wrong not to continue the Senate document. He asked if everyone is in agreement that a hard utilitarian approach is what we need?

Michael Guerra responded that the problem is fiscal constraints. Jim Fay added that he and Michael Guerra will work with the deans this summer to capture any money.

John Zamora read the procedure for discontinuing non-viable programs from the Senate document.

In reference to the one-page document title, Paul Cripe stated that *productivity* brings in fiscal crisis and *viability* is more of a philosophical discussion. He did not feel the Senate document lent itself to fiscal emergency and it was never used. He felt that the information the one page document would result in, should be kept forever.

## **6. Summer Meetings**

There was very brief, informal discussion regarding summer meetings. No determination was made regarding a summer meeting schedule. It was noted that last year there was a Planning and Budget Committee meeting in June to discuss the August workshop.

## **ANNOUNCEMENTS**

*Reminder:* The Assessment Workshop is scheduled for Tuesday, May 15<sup>th</sup> from 9:00 to 3:00 at MSR. Invitations have been sent out electronically to this annual workshop.

## **ADJOURNMENT**