



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

| Committee Member | Representing | Present | Absent |
|-------------------------|--|----------------|---------------|
| Michael Guerra | Chair, Vice President of College Administrative Services | √ | |
| Jenni Abbott | Grant Director | | √ |
| Kevin Alavezos | Academic Senate appointee | √ | |
| Patrick Bettencourt | Dean Rep | √ | |
| 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 | | √ |
| Lenicia Lopez | Student Senate | √ | √ |
| Nancy Sill | YFA appointee | √ | |
| Jill Stearns | President | √ | |
| Brenda Thames | Vice President of Student Services | | √ |
| Marla Uliana | CSEA appointee | √ | |
| John Zamora | Academic Senate Appointee | | √ |

Vacant position

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

Substitute

| Name | Member Substituting For |
|-------------|--------------------------------|
| Kevin Sabo | Andrew Campbell |

Business

1. Review of Minutes

Rosanne Faughn pointed out that she and Marla Uliana were in attendance at the last meeting.

Rosanne Faughn moved to approve the minutes of April 19, 2013 as corrected. Cece Hudelson-Putnam seconded. Motion passed by consensus.

2. Review of Agenda

Michael Guerra reviewed the agenda with members.

3. Tentative Budget

Michael Guerra stated the tentative budget was approved by the Board of Trustees on June 12, 2013. Compared to prior years the 13-14 budget has less risk of falling out of balance and is not dependent on voter approval of major tax initiatives. Prop 30 provides both sales and revenue tax. We are not reliant on Federal infusion of funds to maintain programs or services or on unrealistic operational inefficiencies in state programs like furloughs. The overall economic outlook is the best it has been in over 5 years.

The May Budget Revision for 2013-14 was released by the Governor on Tuesday, May 14, 2013. The Governor is supposed to sign by June 30. The community college budget includes a COLA for the first time since 2007-08 (we are behind 18-19%) and FTES Access and Growth funding. The COLA is 1.57% and Growth is 1.63%. In addition, the May Budget Revision buys down the cash deferral imposed on community colleges to about \$621,000,000 from nearly \$1 billion. With the passage of Prop 30, the tax initiative authored by Governor Brown, an allocation of \$50 million was made to community colleges in the current year. This represents about 1% restoration funding for community colleges. YCCD's share of this allocation is \$750,945. A one-time allocation from the state for prior year mandated cost claims amounted to \$486,000. The YCCD COLA increase is \$1,264,000 and the increase due to Growth is \$1,226,000. The MJC budget includes \$700,000 of one-time funds and funding to cover the cost of step-and-column. A 10% reserve is set aside in the General Fund balance as is a contingency of \$5,300,000 for one time expenditures. Michael Guerra provided budget comparisons of fiscal year 2012-13 and fiscal year 2013-14 and FTES Targets as handouts.

Nancy Sill asked if we would likely hit our FTES target and we should see that when we close this fiscal year.

The restoration growth and access portion for 2013-14 is 1.63% state funded and the district funded 2% for growth for both colleges. Michael Guerra added if other districts cannot hit their targets there will be money left on the table. We should know this by late August or early September when books are closed.

Cece Hudelson-Putnam said BBSS is bigger in the Spring than in Fall so it's lopsided. More sections added in Spring became inefficient.

On 9/11/13 Teresa Scott will give the final budget to the Board for adoption as required by law. Michael Guerra shared handouts with RAC members. The budget is tentative until we get final appropriation from the State.

Regarding PTOL, Michael Guerra said we are on schedule to hit the 281 FTES increase and he thanked Susan Kincade and the Deans for working on this. When the economy is up we will work to recruit students and provide outreach. Jill Stearns stated we were 100 FTES over in Spring than we had anticipated.

4. 2013-2014 Resource Allocation

There is \$150,000 identified in contingency for the Resource Allocation Council to allocate. Michael Guerra said we will begin our work to develop a process and make recommendations for award amounts. Nancy Sill asked what RAC's role is. It is to develop a process of looking at the budget and we have our committed budget. We need to 1) recognize the need, 2) award it, and 3) close the loop.

Michael Guerra will send the “step and column” to RAC members. It is important for us to know how much that increases the budget each year. For 2013-14, step and column is \$208,132 and varies each year depending on the number of personnel positions.

Discussion was held on enrollment and Cece Hudelson-Putnam said she wished that departments would keep records on such things as enrollment as it would be very helpful for new staff that come in. also if RAC members had more access to Datatel CF screens that would be great. Perhaps we could even have a CF screen created for RAC. Long term would be a way to move forward by educating new groups coming in to help with the learning curve.

Jill Stearns passed out a draft “MJC Budget Development & Resource Allocation Process” visual aid designed by Sherri Potts. She thought a visual would help in understanding the process and would be great to share during our Accreditation Visit in October or November. The visual shows how our new governance works. Program Review and Resource Allocation Requests come together and feed into the 3 councils and out of that comes ranked priorities they would like funded which come to RAC. The diagram shows certain items going to Chancellor’s Exec Cabinet and BOT while others go to President’s Exec Cabinet. In the box there is internal input and external input has the potential to impact this process. Kevin Alavezos suggested adding an arrow from President’s Exec Cabinet to Resource Allocation for clarity and also adding arrows each way between the 3 councils pointing to Ranked Priorities. He asked how the Academic Senate would feed into this and that would be through the various councils. Jill Stearns was very pleased with this visual aid and the impact of being shaped as a dollar sign! Nancy Sill said we should use this labeled symbol as an interactive website and you click to see what is going on in that area. Jill Stearns liked this idea as well and suggested we wait to see the new Vice Chancellor of Technology’s plan with network management.

Discussion was held regarding requests coming through program review and for us to tie all needs in program review to our College goals.

Discussion was held on what a resource allocation request might look like. Michael Guerra said at some point we need to develop and introduce a form for Resource Allocation Requests. We will keep it smaller than in the past with boxes holding limited text. He explained that it is RAC’s task to develop the process. How do we want to allocate the \$150,000: 50% for Fall and 50% for Spring? Some members thought it might be best to allot all funds in the Fall and analyze it in the Spring. Cece Hudelson-Putnam shared that she’s seen websites that articulated how to perform the allocation. She will get some samples together and share with RAC members prior to the next meeting so they can all arrive and hold a ‘working group meeting’. The form should include options for funding such as mini grants, professional development funds, CTE funds, department monies, etc. Nancy Sill suggested that dates should be available so everyone knows when they have to submit applications for different types of funds and not miss the opportunity. A timeline would be great. Kevin Alavezos shared the importance of managing the website and making sure that the link is available for employees to find and to avoid frustration. Cece Hudelson-Putnam said we need to come up with a plan of what we need and have Joshua Sigman come in and see if it will work on the website. It would be nice to have links to what is available out there (ex: applying for grants, etc.) and a note letting folks know to contact Jenni Abbot for training. We should have a funds page with dates, times, details, etc.

Future Agenda:

1. Reviewing Process
2. Budget Development
3. Resource Allocation 2013-2014
4. Set RAC Meeting Schedule

ADJOURNMENT