



**Modesto Junior College  
Resource Allocation Council  
Meeting Minutes  
February 1, 2013**

| <b>Committee Member</b> | <b>Representing</b>                                      | <b>Present</b> | <b>Absent</b> |
|-------------------------|--|----------------|---------------|
| Michael Guerra          | Chair, Vice President of College Administrative Services | √              |               |
| Kevin Alavezos          | Academic Senate appointee                                | √              |               |
| Patrick Bettencourt     | Dean Rep   | √              |               |
| Iris Carroll            | Academic Senate appointee                                |                | √             |
| Shayne Cooley           | Student Senate Rep                                       | √              |               |
| Paul Cripe              | Academic Senate appointee                                | √              |               |
| Rosanne Faughn          | CSEA appointee   |                | √             |
| Cece Hudelson-Putnam    | Dean Rep   | √              |               |
| Susan Kincade           | Vice President of Instruction                            |                | √             |
| Rose LaMont             | YFA Budget Analyst                                       | √              |               |
| Kevin Sabo              | Student Senate Rep                                       |                | √             |
| Nancy Sill              | YFA appointee  | √              |               |
| Brenda Thames           | Vice President of Student Services                       |                | √             |
| Marla Uliana            | CSEA appointee   | √              |               |
| John Zamora             | Academic Senate Appointee                                | √              |               |

**Vacant position**

|                                   |
|-----------------------------------|
| Classified Staff Advisory Council |
|-----------------------------------|

**Guest**

|               |   |
|---------------|---|
| Martha Robles | Dean, Matriculation, Admissions & Records |
|---------------|---|

**Business**

**1. Review of Minutes**

Nancy Sill requested stating in the minutes what the reading materials were. Nancy Sill also made a correction to her statements regarding lottery funds.

Rose LaMont moved to accept the minutes of December 7, 2012 as amended. Marla Uliana seconded.

Motion passed by aye vote with one abstention.

## **2. Review of Agenda**

Michael Guerra reviewed the agenda with members.

## **3. Guiding Principles Review – Discussion from College Council**

Paul Cripe reported presenting the newly adopted Guiding Principles to College Council on Monday. He reported that almost all the responses fit into a single category, make sure that funds are spread out and not concentrated into one group. Equity was a concern. Will there be a sense of history of who did not get funded in the past and will that group keep on not receiving funding. One College Council member asked for a clear process which is not defined yet. There was a flavor of let's make sure no one has an edge or the ability to make some backroom deal.

Paul reiterated the main concerns: equitable, fairness, sense of history. He summarized that College Council seemed to be in consensus that they like the guiding principles document as a whole. There was concern with determining the process, feeling accomplishment when RAC recommends then hiring is done in spite of RAC's work, and also data is needed.

Michael Guerra added that the role will be defined when we get into the operating mode and the guiding principles will become part of the strategic plan. Paul responded that the word strategic was mentioned at College Council, then the word equitable is kind of opposite of strategic. These are the principles we agreed to use and an agreed process is needed.

## **4. District Policy 7232: Classification Review**

Michael Guerra clarified that procedural change affects the job in terms of change of working conditions. The classification process addresses when a person thinks they are working out of classification and merit reclassification.

Michael explained that there is a small group reviewing the policies and procedures before they move to the board for action and President Stearns thought she would bring all policies to College Council. College Council wanted policy 7232 to come to the Resource Allocation Council for review.

John Zamora stated that under *process notification* it needs to be defined what the District Classification Review Advisory Committee is and what that is going to be comprised of. He also asked how does an annual review impact our resources?

Nancy Sill asked what is the new anniversary date? It needs to be clarified regarding what the anniversary date is. Michael Guerra added what does that new date represent?

Cece Hudelson-Putnam stated that because of Y rating, there is an inflationary part built into the process. Michael Guerra responded that a person is Y rated until the position catches up. Cece gave an example of duties changing but still paying a higher rank pay.

Paul Cripe will carry RAC's input regarding classification review to College Council.

## 5. District 2013-14 Budget Planning Timeline

Michael Guerra stated that we are on time for February 1 (Controller works with IT to create new FileSuite in Datatel). Michael went through the timeline starting January 1, 2013 ending with September 11, 2013 (September Board meeting – Final Budget).

Michael explained that on March 1, we should know how much money we have to work with. He stated that this is a pretty aggressive timeline. In the May revise, we find out how the taxes came out and any adjustments. Employment is fragile and there is a good indication that housing is coming up. The Board of Governors is going to decide how community colleges are going to be funded from \$200 million. A lot of items are going to be decided and there are some limits such as repeatability and financial aid type of items.

Martha Robles added that the wait list has improved our enrollment. Students are dropping classes earlier now.

Michael stated that the college has 500+ FTEs to make up and is looking at May “mester” adding 200 sections. The college has an opportunity to really grow. Our total salary and benefits are being reviewed right now.

Salary and benefits \$46,761,151.51 (13-14)

Salary and benefits \$47,721,506.00 (12-13)

Total operating \$1,057,063

\$7.5 million discretionary

The college is negative \$230,000 as of July 1.

Michael Guerra projected that it looks like it is going to be a flat budget. He cautioned that Prop 30 is only temporary money (until 2017) and we have to be careful how we proceed. Measure E is going to be sun setting. Currently, Blackboard is funded out of Measure E in the amount of \$130,000.

Another big question is what is going to be the cost of start up for Patterson when we start offering classes? Eventually building will start on the site and develop for that industry out there. The district is not in a position to fund Patterson right now.

Michael Guerra cautioned that trailer bills have yet to be filed and it is unknown if there will be a February or May surprise. There will be money but we just don't know in what way the college will get it.

Michael stated that establishing signature programs at Patterson for the need out there is desired. He added that there is always a need for safety training.

Patrick Bettencourt asked if everyone knows why we need \$7.5 million for the 13-14 PT/OL budget? Michael Guerra responded that items like sabbaticals, illness and increased assignments drives up PT/OL and that money is relied on for additional PT/OL. The final number comes from the deans and what is needed. The \$7.5 million is only a place holder. The PT/OL amount will have to be justified in the offerings and FTES.

## 6. Agenda Development

1. Membership
2. Enrollment Update - Positive attendance, estimates (Martha Robles will provide)

3. Charge of Committee
4. Budget Cycle timeline
5. Workgroup – Cohorts for negotiation (Rose LaMont)
6. 50% Law

## **7. DataMart**

Kevin Alavezos distributed a sheet of information he pulled from DataMart for all colleges comparing MJC to our cohorts. The categories are the ones we report for all staffing and was for information only.

## **ANNOUNCEMENTS**

### **Future Agenda**

1. Proof of Concept (re Patterson site)
2. Agenda Development
3. Recommendation for requests outside Program Review documents
4. Classification Review
5. RAC's role in budget allocation

### **Parking Lot:**

1. Sub group to gather comparison data information
2. Rollover budget
3. New Lottery money
4. 50% Law

## **ADJOURNMENT**