



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

<b>Committee Member</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
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		√
Rose LaMont	YFA Budget Analyst	√	
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
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**Guest**

Martha Robles	Dean, Matriculation, Admissions & Records
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**Business**

**1. Review of Minutes**

Michael Guerra stated that from now on the minutes will be done in bullets reflecting salient points. Iris Carroll responded that she feels that it is important to use discussion on important issues so we have a record.

Cece Hudelson-Putnam made a clarification correction to her statements regarding Y rating. Patrick Bettencourt requested some clarifying verbiage regarding the figures Michael Guerra outlined on the board at the last meeting.

Cece Hudelson-Putnam moved to accept the minutes of February 1, 2013 as amended. John Zamora seconded.

Motion passed by aye vote.

## **2. Review of Agenda**

Michael Guerra reviewed the agenda with members adding Jill Stearns who will speak on process to the council.

## **3. Process**

Jill Stearns stated that her goal was to have two documents today prepared to have something to look at, however accreditation matters needing immediate attention prevented her from preparing the documents. She informed members that the college will have a new team next time for the accreditation visit.

Jill Stearns made the following points regarding the budget process.

- The budget process is going to be complex and not on the exact same timeline. Sometimes the state is late. It is not going to be perfect.
- It is not likely to have resources to meet all the requests to meet needs.
- We must rely on program review, assessment, graduation rates and strategic decision.
- The reality is there is no flexibility in terms of positions.
- The focus will not be on funding every need.
- How we allocate depends on how we are going to meet our immediate goals to get us to where we want to be.
- There is going to be a cycle where some point in the year resource allocation requests are gathered.
- The process is going to be wide open and transparent.
- Process will be web based where people are asked to provide program review reasons.
- Program review should be about program improvement. Dialogue should be developed around that.
- Program review should be tied to our mission and college goals. These things will come forward. Part of the request would be it has approval and how the approval is reached at the division level i.e., conversation at that level.
- The request goes to the council it is related to i.e., Instruction Council, Student Services, etc. and the council will make the recommendation.
- RAC will not have to have a discussion about every request. RAC will talk about items closer to the top or identify about being critical.
- There will be multi-funding sources to consider like grants. Sometimes we might see patterns of requests that might bundle for grants or outside resources. We would also be able to guide people to other opportunities like the Foundation.
- It would also include requests for personnel to build a data base but we would not be able to fund now. Faculty hires should be driven by a priority list. The Senate has the priority faculty list. (Jill will research the Senate process.)
- Our focus has been creating and then struggling to support the process.
- Faculty hiring needs to be tied to enrollment. The deans should make recommendations for faculty hiring.

Michael Guerra summarized that President Stearns is talking about developing a process and putting it on paper and following it so the process is clear. The goal is to have the process established and the guidelines published.

Jill Stearns added that program review's purpose is how can we get better at what we do. We have to develop a process to get to what is really important. The reality right now is that there is not new long term money coming our way that we can see to hire. Requests such as special events should come to the RAC process and not the president's office.

#### **4. Charter**

Michael Guerra stated that RAC has a good guiding principles document that can be incorporated into the charter to give detail. He requested a task force to work on incorporating the guiding principles into the charter.

Charter Task Force: Rose LaMont, Iris Carroll, Jenni Abbott

Charter focus:

- Document backs up what we are trying to develop.
- Will bring back items behind the document to process to make sure linkages are there.

**Charter** (Operationalize *Guiding Principles by incorporating bullets we have received earlier*)

The Resource Allocation Council makes recommendations to the College Council regarding the college's processes for institutional budget development including:

- the development and implementation of a process by which unit program reviews and the College's annual strategic goals are linked to resource allocations
- prioritization of expenditures based on the process described above
- participation in the review/revisions of the college's Master Plans
- support the legal responsibilities of all constituent groups.

#### **5. Responsibilities:**

- College Budget Development (For money left over, not every budget for the whole college.)
- Budgetary Master Planning
- Student Learning Outcomes
- Technology Planning

#### **6. Meetings:**

Twice monthly during academic year and summer months.

#### **7. Membership**

##### **Action Item**

Iris Carroll recommended having a representative from Grants. Kevin Alavezos moved to add the Grant Director to the membership. Rose LaMont seconded.

There was general consensus to approve adding the Grant Director to the membership.

Patrick Bettencourt suggested the Foundation Director be added as a member. Michael Guerra responded that the Foundation Director can be called into the meetings when needed.

## **8. Decision Making Process**

Kevin Alavezos brought up voting by majority or consensus as a way to run meetings in order to make decisions.

Jill Stearns gave the following response:

- Consensus does not allow for recording of a negative vote.
- Consensus can be a good thing but having an opposing opinion recorded is also valuable.

Discussion ensued.

## **9. Enrollment Update – Positive attendance estimate**

Martha Robles is in the process of developing a one page document for enrollment and will develop positive attendance information.

## **10. Budget Timeline**

Michael Guerra reported that the college is on schedule and people are being asked to submit their budget. The second blush of staffing and benefits will be reviewed next week. Any revision will be forwarded to the district.

## **11. Workgroup Cohorts for Negotiation**

Rose LaMont reported that they are talking in negotiations about how YCCD compares to our negotiation cohorts. The suggestion was made that we use cohort information in faculty negotiation. Rose distributed a document she develop for YFA from the 311 report submitted by all the districts, reporting out these two items for all the districts in our cohorts. Rose took the average and median for each district and ranked them. She stressed that this is informational and her main goal is to give RAC this list. The document includes all salaries and benefits from 2004-2005 up until the current year which is not included.

## **ANNOUNCEMENTS**

### **Future Agenda**

1. Membership
2. Charter
3. Agenda Development
4. 50% Law calculation – Michael Guerra bringing document
5. Decision Making Process
6. Parking Fee Increase

### **Parking Lot:**

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

## **ADJOURNMENT**