



**Modesto Junior College
Resource Allocation Council
Meeting Minutes
March 15, 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	√	
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

Guest

Debi Bolter	Professor of Anthropology
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Business

1. Review of Minutes

Iris Carroll, Rose LaMont and Kevin Alavezos had clarifying corrections to their statements.

Iris Carroll moved to approve the minutes of March 1, 2013 as clarified. Jill Stearns seconded.

Motion passed by aye vote.

2. Review of Agenda

Michael Guerra reviewed the agenda with members.

3. Charter

Jenni Abbott reviewed what RAC discussed last fall to prepare the Resource Allocation Committee Charter and Actions draft document she distributed. Charter Taskforce members Jenni Abbott, Rose LaMont and Iris Carroll developed the document. The eight Guiding Principles were listed in the left hand column of the chart. The middle column detailed action to be taken to carry out each principle, keeping the following in mind in the resource allocation process: Does it help students with educational goals? Is it reasonable, allowable, essential and sustainable? The right hand column indicated the action's timeline.

Jenni Abbott briefly reviewed the content of the chart with members.

Jill Stearns informed members that she and James Todd will be calling together a group (one group) to draft a proposal for the Resource Allocation Council. The group will be having a conversation about what the budget development process should be. This budget development process will be brought back to RAC.

4. Membership

Michael Guerra stated that RAC has 17 members now and he feels it is a good constituent group representation. He added that the Foundation can be brought in as needed. It was previously suggested that a Foundation person be a member. A CSAC rep still needs to be chosen.

Jill Stearns clarified that a recommendation for membership would go to College Council, coming forward with *Engaging All Voices* handbook revisions all at once. The first reading of changes would be at the end of April, having the summer to vet through groups and taking a vote in the fall. Other councils will be given time to discuss the handbook recommendations as well.

5. Decision Making Process

Kevin Alavezos requested clarification on how we are going to vote, because it has changed so many times.

Michael Guerra suggested going with a majority vote.

Jill Stearns suggested when there is a unanimous vote, that it be recorded as such.

Action Item

Paul Cripe moved to use the consensus model and after discussion in a limited timeframe, if we do not come to consensus, that a vote be taken. Iris Carroll seconded.

Motion passed by consensus.

Jenni Abbott will compile the Council's recommendations for changing our Charter in the Engaging All Voices handbook to be presented to College Council before their last meeting of the semester.

6. Parking Fee Increase

Michael Guerra gave the history of College Administrative Services inheriting Campus Safety. Campus Safety salary and benefits for employees and the operational budget that was encumbered was transferred to College Administrative Services. This budget amount is not sufficient to fund the operation of Campus Safety.

Michael stated that the original recommendation to increase the student parking fee was \$40 but the students wanted the fee increase to be incremental so it would be \$30 this year and \$40 next year.

Recommended Fee Structure (Increase estimated to bring in \$260,00 in additional revenue)

Permit	Current Fee	Recommended Fee
Student Semester/Summer	\$20/\$7.50	\$30/\$10
BOGW Semester	\$20	\$30
Staff Annual	\$30	\$60
Temp Staff Semester	\$15	\$30
Day Pass	\$1	\$2
Motorcycle Semester	\$7.50	\$10

Michael stated that there is a need for an adequate security force due to the increased crime right now on campus as well as other health incidents occurring that require Campus Safety's response. A survey of community colleges was done, grouping colleges with 10,000 or more students. Michael felt that we should be charging for Lot 203 and motorcycles (currently motorcycle permit is free with vehicle permit).

Services Campus Safety provides:

- Patrolling of lots & streets
- Parking & traffic control
- Emergency assistance – Call Boxes
- Escort Service
- Motorist Assistance Program: Jump Starts, Vehicle door unlocks
- Accident & crime reports
- Signage

Campus Safety Expenses

- Acquisition of parking permits (not issuing as many citations now)
- Court Parking citation processing (court is charging more)
- Maintenance of Day Pass Machines and call boxes
- Vehicle/bicycle maintenance
- Classified personnel
- Short Term personnel
- Student Escorts

Fund 12 Shortfall estimates:

	MJC	Columbia
2012-2013	\$132,308	\$166,500
2013-2014	\$174,723	\$174,800
2014-2015	\$219,600	\$183,600

MJC:

- Parking revenue is down 16% since 2009/2010
- Ongoing shortfalls reflect annual increases in Step & Column and Benefits and reduction in FTE targets
- Parking expenses & support exceeds revenue and encroaches on General Fund

Columbia:

- Parking revenue is down 14% since 2009-2010
- Shortfalls due to workload reduction in FTE targets
- Columbia College has augmented the parking fund for many years. Average augmentation over 6 years \$134,400

Possible Future Parking Additions:

- Parking meters in visitor parking
- Require a permit to park on campus at all times

Impact of Reduced Revenue

MJC

- Reduced one FT officer and one FT lead officer
Services level reduction
- Escort
- Motor assistance program
- Courier
- Patrolling
- Parking enforcement
- Field training for officers reduced

Columbia

- Reduced one FT officer on swing shift
- Will maintain current services with augmentations

Jill Stearns suggested having a place on the website where a person can go and buy a one day pass.

Michael Guerra stated that more parking permit revenue would allow Campus Safety to provide more services.

Jill Stearns informed members that the acting president at Columbia College suggested that MJC move forward with the fee increase and that Columbia remain the same at this time.

Rose LaMont stated that YFA was not for a fee increase last year. Salaries have not gone up for faculty while some salaries for security have gone up significantly.

Michael Guerra stated that he is in support of the increase and hopes everyone else is in support of the fee increase.

Kevin Alavezos asked if someone on campus could process the tickets as it costs \$92,000 for process fees.

Nancy Sill asked what the impact of charging on the weekend would be? Would we need more patrol if we began charging for the weekend? Jill Stearns responded that this would impact our neighbors if we charge on the weekend but she does not know how it would impact them.

SHIFT SUMMARIES

Day Shift Summary 2009 to 2012			
Difference in Average Number of Patrol/Lead Staff			
	2009	2012	Difference
Monday-Friday	5.2	4.2	-25%
Weekends	2.5	2	-20%

Swing Shift Summary 2009 to 2012			
Difference in Average Number of Patrol/Lead Staff			
	2009	2012	Difference
Monday-Friday	4.2	4.2	0
Weekends	3	2	-33%

In response to how many students attend both campuses and would need a parking permit for both campuses, Jill Stearns stated she does not know how many students are co-enrolled. She suggested looking at different districts to see how this is handled. Jill added that Columbia College does not have the need and challenges that we have.

There was a concern that without a good solid recommendation statement on how the \$262,000 that would be generated with increased parking fees would get reallocated, RAC would not be in a position to make a decision. Marla Uliana asked if there is a formula or a legal precedent or policy in determining citation fees? Michael Guerra will have the Director of Campus Safety respond to how the money would be spent and other questions. He added that the issue is campus safety and responsiveness.

7. Enrollment Update – Positive attendance estimate

Jill Stearns informed members that the latest estimate is 70 FTEs.

8. 50% Law Calculation – Information

Definition: Education Code 84362 requires “there shall be expended each fiscal year for payment of salaries of classroom instructors by a community college district, 50 percent of the district’s current expense of education.”

Michael Guerra clarified that for every dollar you remove on the instructional side, you have to remove twice as much on the other side. Otherwise, you fall under the 50% law denominator. He explained that it was instituted as a safeguard so administrators’ salaries would never be more than 50% of the budget.

It was pointed out that expenditures that would logically be considered instructional are “Wrong Side” and include the following:

- Librarians
- Counselors
- Instructional Deans
- Department Chair Reassign Time
- Faculty Directors: EOPS, CWEE, NSF, Transfer Center, Athletic Director
- Stipends for Leadership Responsibilities: COCFA President, CTA Conference Chair, Academic Senate, Tenure Coordinator, Curriculum Coordinator

ANNOUNCEMENTS

Michael Guerra informed members that we are hitting the budget timeline.

Future Agenda

1. Budget development process
2. Parking Permit Fee information – Becky Crow, Director of Campus Safety
3. Draft of operating guidelines to make recommendations for College Council – Second Reading - Jenni Abbott

Parking Lot:

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

ADJOURNMENT