



**Modesto Junior College  
Resource Allocation Council  
Meeting Minutes  
April 19, 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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**Substitute**

<b>Name</b>	<b>Member Substituting For</b>
Debi Bolter	Rose LaMont

**Business**

**1. Review of Minutes**

Debi Bolter pointed out that Susan Kincade was in attendance at the last meeting.

Rosanne Faughn moved to approve the minutes of April 5, 2013 as corrected. Paul Cripe seconded.

Motion passed by consensus.

## 2. Review of Agenda

Jill Stearns chaired the meeting in chair Michael Guerra's absence. Evaluation of council effectiveness was added to the agenda.

## 3. Parking Fee Increase

Jill Stearns reminded members that at the last meeting it was agreed to slow down the process to allow constituent groups to receive information regarding a possible parking fee increase. This agenda item will return in the fall after constituent areas and Columbia College have an opportunity to receive information over the summer. Jill anticipated that probably a year from now, early next spring we will be in a position to make sure that everyone has been informed.

## 4. RAC Charter Revisions

Jill Stearns stated that any changes will be brought forth annually, that it is not a one shot deal. In referring to the voting revision, Jill stated that voting is described in the *Engaging All Voices* handbook and can be outlined for RAC on the Council website.

Jenni Abbott asked if it would be valuable to see what each council does. Jill Stearns responded that it would be in the councils' minutes and documents housed on the web which would be her recommendation.

Seeking clarification, Jill Stearns noted that the minutes stated a representative of grants and not by title be added to the membership.

### Action Item

Iris Carroll moved to have Director of Grant by position title. Paul Cripe seconded.

Motion passed by consensus.

### Action Item

Debi Bolter moved to approve sending the recommendations to College Council.

Discussion ensued and the following underlines and strikeouts were suggested changes for specific bullets:

#### A. Charter:

- The development, articulation 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~~  
Recommend institutional budget allocation and expenditures priorities established through budget development process
- Support of the legal responsibilities of all constituent groups related to resources

## **B. Responsibilities:**

- Budgetary support of Student Learning Outcomes
- Fiscal review of technology planning

**C. Meetings:** Twice monthly during academic year and summer months as needed

## **D. Voting:**

~~RAC recommendations will be made based on a consensus of the Council. A vote may be taken if consensus is not arrived at regarding time sensitive issues.~~

Jill Stearns reminded members that RAC makes recommendations to positions for faculty, staff and administration. RAC would ask to look at the data only if something looks odd. The councils will be referring to data in their deliberation. At Monday's College Council meeting a work group to decide data will be named to create a good data set.

Nancy Sill suggested that a review piece is needed regarding what the expectations were and how well it was done.

Jill Stearns responded that some processes could be in a RAC handbook.

## **Action Item**

Debi Bolter withdrew her motion.

## **5. Evaluation of Council Effectiveness**

Jill Stearns reported that the budget is moving forward for 13-14 virtually unchanged from 12-13. She is planning on discussion in the summer about allocating additional money. Once the budget is drafted it will be available for everyone.

Paul Cripe responded that we need to start immediately with the process in the case that we have money.

Iris Carroll asked did the way that RAC allocated money last year work? Do we need to focus on priorities or on "X"?

Jenni Abbott suggested that evaluation of current and potential resources be done. Jill Stearns responded that evaluating effectiveness is very difficult. What the effectiveness measure is going to be would have to be defined.

Nancy Sill suggested looking at our peers to benchmark what is not working.

Jenni Abbott suggested developing a tool that indicates how much is needed and what can be used from different departments to serve as a benchmark. In other words, what can be used that you already have? In Grants they are tracking everything a student does in science to see what is cost effective and what is working.

Jill Stearns informed members that an assembly bill is in the works to move counselors and librarians to the instruction side. She feels this is going to be essential with the student success act as we know our students need support services. Jill does not know the exact details of the bill as it came as an "alert" in email and she has not seen the verbiage of the bill.

Iris Carroll thinks that this body is challenged in its operationalizing and she does not feel we ever accomplish things. She feels that RAC needs to operationalize ideas it has so we are accomplishing the ideas we have.

Nancy Sill stated that she would like to see the budget in more detail, but maybe some detail with key lines like cost of instruction. Cece Hudelson-Putnam added that the budget be presented more like the district budget is set out.

Paul Cripe suggested thinking of what the roadblocks are and try to come up with a process that feels comfortable. Plan to make it more smooth.

Nancy Sill suggested a site that has funding requests for it. Jill Stearns responded that funding request forms will be on the web site.

Jenni Abbott suggested having some goals for when we start. This happens in sub groups.

Cece Hudelson-Putnam added that maybe the deans can share information more fully with RAC as they know what their budget is. Jill Stearns responded that as we move further along, she thinks we will invite a variety of people to the meetings like we did with the Campus Safety Director.

Jenni Abbott suggested a work group to say this is the place to start and RAC could agree or disagree.

Jill Stearns requested that members take this next year to determine the process, get the process in place, and then we can create a bigger picture type of scenario. This year we have a lot of work and we need to work as a whole group as we establish processes. A work group is a great idea, but she feels we should wait a year.

Jill Stearns suggested a Foundation grant be awarded for good ideas for improving work and doing things more efficiently at the college. The person would identify an idea in their own work.

## **6. RAC Charter Revisions – *Resume***

### **Action Item**

Debi Bolter moved to approve sending the above A-D recommendations to College Council. Patrick Bettencourt seconded.

Motion passed by consensus.

## **7. Summer Meetings**

The meetings will be from 8:00 to 10:00 a.m.

May 21 (Big Picture theoretical meeting) Science Community Center conference room 138

June 4 (establish timeline)

June 18

July 9

## **ANNOUNCEMENTS**

### **Future Agenda**

1. Parking permit fee increase (Fall agenda)

### **Parking Lot:**

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

## **ADJOURNMENT**