



**Modesto Junior College  
Resource Allocation Council  
Meeting Minutes  
April 5, 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
Korey Keith	Lenicia Lopez

**Guests**

Becky Crow	Director, Campus Safety
Marsha Calbreath	Administrative Specialist

**Business**

**1. Review of Minutes**

Iris Carroll and Kevin Alavezos had amendment to the minutes.

Iris Carroll moved to approve the minutes of March 15, 2013 as amended. Paul Cripe seconded.

Motion passed by consensus.

## 2. Review of Agenda

Jill Stearns chaired the meeting until chair, Michael Guerra arrived. She reviewed the agenda with members.

## 3. Parking Permit Fee Increase - Information

Becky Crow stated that she wants the members to understand where we are and to be able to make more informed decisions for their constituent group. Becky distributed a handout. She explained that the parking fund (Fund 12) revenue is restricted by Education Code and can only be expended for parking services or for reducing the costs to students and employees of using public transportation to and from the college. Included in the handout is a matrix that shows what other colleges are doing and Becky said that they are pretty much providing services that MJC is providing.

History of Ratio of Personnel-Related Expenses  
Between Fund 11 & Fund 12

	Fund 11	Fund 12
1990's	50%	50%
2002/2003	60%	40%
2011/2012	65%	35%

Becky Crow reminded member that there has not been a parking fee increase for 23 years. Since 08-09, the parking fund has definitely been going negative and the fund was no longer supporting expenses. Without a parking fee increase, funding will continue to go negative. In 2011-12 even more had to be taken out of Fund 11 to cover expenses. Referring to the salary/benefit graph, Becky pointed out that in 2010 there was a big spike in salary expenses. That was when officers went up 10 ranges (classification study implementation) in pay because they were so far down in pay. There is only one place for expenses to go and that is Fund 11 when the parking fund (Fund 12) cannot cover an expense. Salary and benefits is the biggest item hitting Fund 12. Short term officers have always been paid out of the parking fee.

The escort service is no longer funded. The president's office funded the escorts the year of Pirates Village. There is no funding at all for the past two years for disaster preparedness where originally there was \$5,000. Patrol cars are now parked more and officers are on foot to cut down on vehicle usage. Money given for two vacant positions had to be used for operations.

Becky has had to stop paying all overtime. Now CTO (Compensatory Time Off) is given in lieu of pay. There is a cap of 80 hours for CTO. As a result, Campus Safety is working short every shift because someone is either out on vacation or CTO.

Becky referred to the information below that illustrates where Fund 11 dollars had to go to Fund 12 to cover expenses.

## **Fund 11 Cuts to Accommodate Fund 12 Expenses**

- Two positions remain vacant since 2010. Reduced security presence and officer safety issues.
- Eliminated Mandated Officer/Dispatcher training.
- Deferred maintenance, no equipment and reduced uniform replacements.
- Reduced vehicle operations by 40%. Courier service cut by 50%.
- No money for paid compensation for overtime work per contract.

Becky asked if Columbia College should be paying for the cost of fire monitoring that MJC does for them. Other funding sources are being sought out but they are more for equipment than staffing. Two golf carts were just replaced. Several call boxes are down right now that won't be able to be replaced. She stressed that Campus Safety has reached critical mass.

Jill Stearns informed members that she is going to suggest to CSEA President Rosanne Faughn that they invite Becky to a meeting to give them the information.

Becky stated that some colleges close the doors for the weekend and experience property crime because it is obvious that no one is around the campus. She stated that money coming in from an increase in the parking fee would allow us to reinstate services. She started the year out under water and is now going negative in some line items.

John Zamora requested a multi-year projection beyond 2014-15. He added that there is a big need to have someone to reassess this after the parking fee is increased. Michael Guerra stated that there is a \$319,000 encroachment on the fund and funding will not be alleviated from the increase entirely. Lack of funding affects the ability to provide services. An increase would help to mitigate the encroachment. He added that hopefully, members will take this information back to their constituents so we can get an affirmation to bring to the district.

Becky stated that her officers really need to be on paid overtime, not CTO and be provided training. She does not know if hiring of additional staff will be possible. Michael Guerra stated that we would start a gradual migration back. With potential growth in enrollment, there will be funding changes that will help. Right now it is difficult to project until we have some hard numbers. Michael will have Becky work on a multi-year plan beyond 2014-15.

John Zamora stressed that he is talking about getting proactive before the fact.

Jill Stearns said that she would like a place on our website to make it easy for people to buy a day pass. She added that we are giving up a lot of opportunity for revenue by relaxing parking.

Michael Guerra said that he will try and have a vote at the next meeting after members have had a chance to inform their constituents.

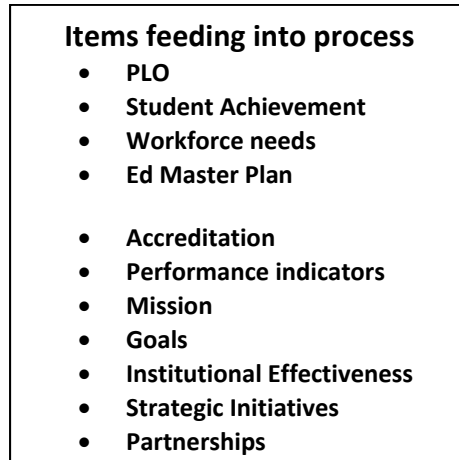
Jill Stearns added that she thinks it is something that once every one hears the magnitude of it and especially the support of the students proposed an incremental implementation of the increase, that we should slow down and inform people. She thinks presentation at College Council would be helpful in understanding.

Michael Guerra stated that Campus Safety will get funded at a cost to other areas.

Jill Stearns requested the presentation handout be revised to include detail on Fund 12 and Fund 11 of amount each are paying for salary and benefits.

#### 4. Budget Development Process

Jill Stearns reported that Academic Senate reps, Susan Kincade, and Brenda Thames had a very productive meeting regarding creating a budget development process. Jill illustrated the process with a flow chart. The following items were identified as inputs to the process. A primary driving force will remain program review because this is our major internal mechanism for program evaluation leading to improvement.



#### Process description:

- Both program review and resource allocation requests will come into the Instructional Council, Student Services Council and Facilities Council. Items may be able to be funded within the councils through allocation of grant funds or other restricted monies.
- The Resource Allocation Committee (RAC) will receive input from the councils with recommendations for funding. Recommendations will be from Fund 11, and for one time money, and restricted funds as available.
- RAC will make recommendations from the priority list from the councils to College Council.
- Recommendations then flow to the President's Executive Cabinet, Chancellor's Cabinet and the Board of Trustees.

Jill Stearns explained that this process identifies the new names of the councils in the expanded governance structure. She assured members that the process aligns with the existing process. The next step is to lay the process out graphically, similar to the chart produced Fall 2012. She cautioned that what is going to come from the councils is way more than what we are able to fund. At the same point program review happens, the resource allocation requests will be on the same timeline. Which council the request goes to will depend on if it pertains to the council. The process will work for a variety of areas. The timeline for the budget timeline is driven by the district. Hiring priority process is still being defined. It was noted that the Academic Senate recommended yesterday to have one year replacements.

## **5. Operating Guidelines recommendations to College Council**

Jenni Abbott distributed a one page document she compiled of the council's recommendations regarding its charter, responsibilities, meetings, voting and membership. Edits were made in red that reflect the recommendations made in previous meetings to these areas. Members were given the charter along with the action document for review.

Following a discussion of summer meetings, it was decided that Michael Guerra will work out a date to meet in the summer, as needed.

Jenni will make the changes to the charter document and send to members for constituent input. This document will go to College Council as a recommendation for inclusion in the *Engaging All Voices* handbook, after the next meeting. Jenni felt that the timelines could be incorporated into the action document.

## **ANNOUNCEMENTS**

### **Future Agenda**

1. Parking permit fee increase

#### **Parking Lot:**

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

## **ADJOURNMENT**