

**Modesto Junior College  
Resource Allocation Council  
September 1, 2017**

Members	Representing	Present	Absent
<b>Al Alt</b> , Vice President of College & Administrative Services	Chair	√	
<b>Jenni Abbott</b> , Director, Planning & Grant Development	Grant Director		√
<b>Kevin Alavezos</b> , Professor, Office Administration	Academic Senate appointee		√
<b>Patrick Bettencourt</b> , Dean, Instruction & Student Learning	Dean Rep	√	
<b>Iris Carroll</b> , Professor-Librarian	Academic Senate appointee	√	
<b>Rebecca Divis</b> , ASMJC Student Senate	ASMJC Student Senate		√
<b>Joan Ferrell</b> , Bookstore Textbook Buyer	CSEA Appointee		√
<b>Erika Franco</b> , ASMJC Student Senate	ASMJC Student Senate		√
<b>Jennifer Hamilton</b> , Vice President of Instruction	Vice President of Instruction		√
<b>Cece Hudelson</b> , Professor, Geography	Academic Senate Appointee		√
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<b>Nancy Sill</b> , Dean, BBSS	Dean Rep		√
<b>Jill Stearns</b> , President	President	√	
<b>James Todd</b> , Vice President of Student Services	Vice President of Student Services		√
<b>Maria Vivas</b> , Accounting Specialist	CSEA appointee	√	
<b>Judy Wagner</b> , Administrative Secretary	Classified Staff Advisory Council	√	

<b>Vacant position</b>
YFA Budget Analyst
Academic Senate appointee

- I. Call to Order**  
Al Alt called the meeting to order at 10:10am.

**Action Item**

- II. Review and Approval of Minutes – 03/03/17, 03/17/17 and 04/07/17**

**Action Item:**

Quorum was not met at the meeting. Minutes from 03/03/17, 03/17/17 and 04/07/17 will be reviewed at the next meeting on 10/06/2017.

- III. 2017-2018 Meeting Schedule**  
Due to lack of leadership available at the 09/15/17 meeting, this meeting will be removed from the schedule. The meeting schedule is posted on the Resource Allocation Council website with the next meeting convening on 10/06/17.

**Action Item:**

Quorum was not met at the meeting. There was consensus to continue with the meeting schedule as posted on the Resource Allocation Council website.

**Informational  
Items**

**IV. Budget and FTES Summary**

We reviewed the Budget and FTES Summary 2017-2018 showing the comparisons from prior year actuals.

Our college budget was overspent by approximately \$117,000 in the 16-17 fiscal year.

Salaries are budgeted at 100%. We attempt to pull cost savings from vacancies that arise. Some areas are more difficult to plan for as in interpreters, etc.

PTOL and FTES don't always link because of rollback or rolling forward. In past years we've rolled back. For 17-18, District Administrative Council (DAC) decided to roll summer FTES forward to hit our target. We claimed stability for the 16-17 fiscal year. We will need to hit our target for the current fiscal year or get paid for the actual FTES earned.

An Instructional Cost Analysis (ICA) report is ran on the first day of every semester, at the end of the second week of the semester and again at census date. This information is disseminated to Executive Team, Cabinet and to Resource Allocation Council at the beginning and end of the term.

President Stearns added that the deans and faculty do a tremendous amount of work to solidify the schedule to accommodate our student need. Student desire for online courses has grown tremendously and we are working to build capacity around that. With a new scheduling tool and Patrick Bettencourt in his new role as Dean of Instruction and Student Learning, student opportunities have been maximized across the institution.

**V. MJC Budget 2017 – 2018**

College Council was provided with three college budget scenarios. They chose to adopt scenario #2 (as posted below).

Budget Category	MJC Budget Need	Scenario 1 (Operational 1.0)	Scenario 2 (Operational .75)	Scenario 3 (Operational .50)
Personnel	\$44,098,471	\$44,098,471	\$44,098,471	\$44,098,471
PTOL	\$10,700,000	\$8,992,037	\$9,545,000	\$10,085,907
Operational	\$2,187,739	\$2,187,739	\$1,634,776	\$1,093,870
Total	\$56,986,210	\$55,278,247	\$55,278,247	\$55,278,247
Target	\$55,278,247	\$55,278,247	\$55,278,247	\$55,278,247
	(\$1,707,963)			

At 16-17 year end close, we were notified by District that we'd be receiving an updated budget that included a one-time allocation of \$870,000 to supplement PTOL, salaries/benefits and operational expenses.

**VI. Evaluation Survey Results**

We only received two responses to our year end survey which doesn't allow us to base our 17-18 goals on the limited information provided.

**VII. Goal Setting/Assessment & Reflection**

The Council discussed the following three goals listed below. We will postpone adopting the goals until our next meeting with higher attendance.

- Instructional Equipment & Library Materials allocation (fall)
- Support our Accreditation Visit (Oct. 1 – 5, 2017)
- Budget Development (spring)

**VIII. IELM Update**

The IELM allocations and expenditures for 16-17 were reviewed. There is a list of items that were approved for funds but the items have not yet been purchased. The Council agreed to provide one last opportunity for items to be acquired.

AI will send out a memo to deans asking that their respective faculty members complete the process of securing quotes and submit them to our office by 09/29/17. If the remaining quotes are not received in our office by 09/29/17, the funds will remain in the IELM funding account to be allocated in the 17-18 year utilizing the same process as last year.

The deans will be asked to utilize their updated 2017 Program Reviews to identify 17-18 resource requests and determine the top 10 ranked priorities submitting them to our office no later than 10/11/17. The requests will be reviewed at the 10/20/17 RAC meeting.

**IX. Check Out**

- Budget and FTES summary and projections were reviewed.
- We were unable to utilize our evaluation responses for goal setting due to the lack of feedback.
- We discussed goals of: IELM allocation in the fall, supporting our Accreditation Visit Oct. 1 – 5 along with brown bag sessions in order to prepare for what may be expected and budget development in the spring.
- We reviewed last year's IELM allocations and expenditures. Any outstanding quotes will need to be received by 09/29/17.
- Deans will be asked to prioritize IELM requests 1-10 for allocation in 17-18. The process will convene at the 10/20/17 RAC meeting.

The meeting adjourned at 12:13pm.

**Next meeting:** October 6, 2017 10:00am – 12:00pm, Morris Memorial, Conference Room A