

**Modesto Junior College  
Resource Allocation Council  
September 2, 2016**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
<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, Allied Health FCS	Dean Rep	√	
<b>Iris Carroll</b> , Professor-Librarian	Academic Senate appointee	√	
<b>Joan Ferrell</b> , Bookstore Textbook Buyer	CSEA Appointee		√
<b>Jennifer Hamilton</b> , Dean, Business, Behavioral & Social Science	Dean Rep		√
<b>Cece Hudelson</b> , Professor, Geography	Academic Senate Appointee	√	
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<b>Nancy Sill</b> , Professor, Business Administration	YFA appointee	√	
<b>Jill Stearns</b> , President	President		√
<b>Brenda Thames</b> , Vice President of Instruction	Vice President of Instruction	√	
<b>James Todd</b> , Vice President of Student Services	Interim Vice President of Student Services		√
<b>William Tumblin</b> , Student Senate	ASMJC Student Senate	√	
<b>Maria Vivas</b> , Accounting Specialist	CSEA appointee	√	
<b>Judy Wagner</b> , Administrative Secretary	Classified Staff Advisory Council	√	
<b>Substitute</b> Jillian Daly for Jennifer Hamilton	Dean Rep	√	

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

**I. Call to Order**

Al Alt called the meeting to order at 10:01am. Introductions were made by the Council.

**Action Item**

**II. Review and Approval of Minutes – 03/04/16, 03/18/16 and 04/15/16**

**Action Item:**

**Jenni Abbott made a motion to approve the minutes from 03/04/16, 03/18/16 and 04/15/16.**

**Cece Hudelson seconded that motion.**

**Jillian Daly requested to abstain from the above minutes as she is substituting for another member.**

**III. 2016-2017 Meeting Schedule**

## Action Item:

Jillian Daly made a motion to accept the 2016-2017 meeting schedule as presented in the meeting.  
Iris Carroll seconded that motion.

There was consensus to cancel the meeting scheduled for September 16, 2016 due to several members having other commitments on that date.

## Informational Items

### IV. Budget and FTES Summary

- AI distributed a Budget and FTES Summary for 2016-2017. This summary is posted on the website for reference. The report showed the trends since the 2013-2014 fiscal year. The trend data was reviewed by the Council.
- The recommended tentative MJC budget from last spring was reviewed.

### V. MJC Budget 2016-2017

- The 2016-2017 tentative budget was approved in College Council.
- The process was discussed.
- The district allocation was changed from tentative to final when RAC took action to forward the recommendation.

### VI. Evaluation

- Our intention was to use our evaluation to inform our goal setting, however, with a total of 4 members participating, this isn't a significant enough amount of data to utilize.
- AI's recommendation is to focus on continuous improvement. He also suggested that RAC's survey results be compiled as well as gathering the results from the year-end campus council surveys. These results are currently housed with Academic Senate.

### VII. Goals

- There was consensus that RAC's primary responsibilities and goals are clear:
  1. Allocation of IELM
  2. Budget Development

### VIII. Instructional Equipment & Library Materials (IELM)

- A memo was distributed to the Council that was sent to the Vice Presidents of College & Administrative Services from Sarah Schrader, Controller.
- The memo outlined the instructional equipment allocations represented by each college's carryover. It indicated that due to one-time funding received from the State, the District allocated additional funds for instructional equipment.
- The total allocations for instructional equipment, by campus, were: Modesto Junior College \$2.1 million and Columbia College, \$300,000.

- The memo indicated that these funds are designated by the District as instructional equipment so a match is not required and there is no time restriction for spending the funds. However, since the District has designed these funds as instructional equipment, they must be spent on the replacement of instructional equipment and library materials.
- There was discussion of different ways to allocate the \$2.1 million with the understanding that this is “one-time” money and not necessarily ongoing money from the state. Other than allocating all the money in one year, there was an idea to allocate a portion toward program review items and reserve a portion as a reserve for unexpected expenses.

**IX. Check Out**

- IELM funds were discussed.
- The Council acknowledged the large amount of one-time money and ways to allocate it.
- There was discussion regarding program review and the incentive of how to encourage departments to submit their program in order to have funding allocated to them.

The meeting adjourned at 12:07pm.

**Next meeting:** October 7, 2016, 10:00am – 12:00pm, Student Services, 203