Resource Allocation Committee

AGENDA
October 5, 2012
10:00 – 12:00

LOCATION: Student Services 203

I. Review of Minutes

II. Review of Agenda

III. Enrollment Update

IV. Rewrite Charge for Resource Allocation Committee

V. Principles to Guide Resources for Financial Stewardship for the College

VI. Budget Reduction Suggestions 2009

VII. Adjournment
DRAFT
Modesto Junior College
Resource Allocation Committee
Meeting Minutes
October 5, 2012

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Stearns</td>
<td>Co-Chair, MJC President (non-voting)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Co-Chair, Academic Senate President (non-voting)</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Director Grants &amp; Resource Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Learning Resources Liaison, Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Michael Guerra</td>
<td>Vice President of College Administrative Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Martha Robles</td>
<td>Student Services Administrator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Joan Van Kuren</td>
<td>CSEA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mike Sharif</td>
<td>ASMJC Student Rep</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shayne Cooley</td>
<td>ASMJC Student Rep</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

SUBSTITUTE

Name | Member Substituting for
--- | ---
Kevin Sabo | Mike Sharif

Vacant position

YCCD Internal Auditor and Budget Analyst (ex-officio)
Faculty Career Technical Education Liaison, Academic Senate appointee
Technology/Distance Education Liaison, Academic Senate appointee
Instructional Dean

Business

1. Review of Minutes

Paul Cripe requested that his sentence regarding his personal focus pertaining to faculty hiring be stricken from the minutes. Jenni Abbott had several verbiage clarifications to her
comments regarding a college wide survey, grant funding of personnel, resources available through attrition, and scholarship of teaching in regards to the mission statement.

Iris Carroll moved to accept the minutes of September 21, 2012 as amended. Jenni Abbott seconded.

The minutes of September 21, 2012 were approved as amended by aye vote with 2 abstentions.

2. Review of Agenda

Michael Guerra discussed rearranging the order of the agenda with members. There were no objections to changing the order of agenda items.

3. Enrollment Update (standing item)

Michael Guerra informed members that the college is on target and continues to grow. The last time he checked the college was at 6,094.56 FTES and positive attendance was not factored in. He cautioned that with adds and drops, it is a moving target right now. A lot of effort has been done regarding the schedule and enrollment. Degree audit is going to be expanded as well as moving into online counseling.

4. Budget Reduction Suggestions 2009

Michael Guerra referenced the list generated in June 2009 of suggestions for reducing the budget previously provided to the committee. He pointed out that most of the suggestions are negotiated items and are not possible for this committee to make a reduction recommendation on. Another suggestion was eliminating mailings or sending bulk. Some mailings have to be done hard copy and sent first class. Michael pointed out that there has been a concerted effort to correspond online whenever possible. There has also been an effort to print black and white instead of color to save money. The use of comp time for classified instead of pay is encouraged whenever possible to reduce payroll costs. Michael estimated that we might be able to squeeze out $80-100,000 with items other than salary.

Nancy Sill commented that we don’t look at other districts and compare ourselves with other colleges to see what they do. She asked how do we get more efficient, if we have no idea? How do we begin to look at and decide if we are not using our resources efficiently?

Michael Guerra distributed a budget document as of October 1. He informed members that we are told if the tax initiative doesn’t pass, we will be affected by 1,011 FTEs and that would be MJC’s share. If MJC has to reduce by 1,011 FTE it would equate to 2.4 FTE per section at an instructional cost of $2,500 (average cost). The money would come out of PT/OL. Michael cautioned members that these are rough numbers.

Michael Guerra asked what is being done to identify which section would be reduced. He suggested this information be brought forward so we can mull the information over and make a recommendation. He informed members that when Measure E goes away, the college is going to be absorbing items like Blackboard which is currently being paid through Measure E. Michael stated that the college is all right this year and we are looking at 13-14. The district has a $5.3 million reserve to cover if the tax initiative does not pass. He cautioned that we still need to watch funding if the tax initiative does pass.
Kevin Alavezos responded that we should be looking at creating scheduling efficiencies that maximize student access allowing more students to be served at or below the current cost. He referred to his motion in the summer to establish an enrollment management committee that would explore scheduling and efficiency options, but the motion was voted down by the Planning & Budget Committee.

5. Guiding Principles

Michael Guerra distributed a document he created using several sources including the Resource Allocation Committee discussion. He reminded members that this body takes information back to their constituents and the representatives on any council have to be empowered to speak for their constituents. John Zamora responded that that is still up in the air for how that is going to be flushed out. Iris Carroll responded that this has been a sticky situation here when we make a decision, then it has to be sent to the Academic Senate for approval. Iris added that has been frustrating for this committee. Nancy Sill stressed that this committee should be thinking institutionally.

The following is the document Michael Guerra created. Verbiage shown in color are changes the committee made resulting from a thorough discussion.

Guiding Principles
REVISED 10/05/12

- Resource allocation recommendations will be based on the following:
  - Scholarship of teaching and learning
  - Value to the community
  - Alignment to the college mission
- We will ask the questions:
  - “Is it reasonable?”
  - “Is it allowable?”
  - “Is it essential?”
  - “Is it sustainable?”
- We will take an institutional approach to decision-making
- We will focus on students and access to learning and services
- We will be responsive to articulated college needs
- We will use consistent, agreed upon data for decision-making
- We value stewardship and recognize our fiduciary responsibilities
- We will be proactive in leveraging current resources
- We will operate under the established timelines
- We value saving

Comment [SC1]: Workgroup for fleshing out guiding principles:
- Jenni Abbott
- Iris Carroll
- Kevin Sabo
- Paul Cripe
- Kevin Alavezos
- Nancy Sill
o Analyze the cost effectiveness of non-instruction related release time to determine if
duties performed are essential or could be done by others. Eliminate this release time
when possible and negotiate reductions if required.
o Decrease the amount of full-time release time from the current level.
o Review the categorical (unrestricted) fund to determine program encroachment on the
general fund.
o Identify recommendations that enable the college to sustain financial solvency and
maintain recommended revenue levels.
o Become aggressive in reducing expenditures
o Design and implement practices to identify options to reduce various expenses and/or
increase revenue to balance the budget.
o Evaluate bond program costs that may be making future general fund obligations.
o Assure that any (material) additional revenue or savings that materializes are used
first to improve MJC’s fund balance.
o Prior to adding any discretionary costs to the budget, identify reasonable levels of
resources to commit to capital outlay from the operating budget.

• **A priority is to increase the margin of the operational budget**

  o In an environment of growth, we will ask: “Is it valued by the community, and
    based on the scholarship of teaching and learning”.
o Provide findings and recommendations for meeting college goals.
o Review FTES/FTEF and determine if the college is maximizing its
opportunities to generate additional funding.
o Identify institutional restrictions such as past practices or services that have been
identified as “MJC Culture” of the college.
o Evaluate the process for scheduling classes and determine what enrollment
management strategies are used when making scheduling decisions.
o Evaluate ways to increase the productivity and cost effectiveness of the credit
program.
o Evaluate load and class size.

• **When resources are available in an environment of reduction, we will
  ask: “Is it necessary, and valued by the community?”**

  o Work with college to develop a (two year) multi-year financial projection.
o Determine if administration is organized effectively and if staffing levels are
appropriate
o Review administrative structure and history.
o Review and understand budget assumptions for 2013-14 and current 2012-13
fiscal year.
o Clearly communicate enrollment strategies.
Recommend an in depth enrollment management program focusing on the fundamentals of enrollment management

- **When resources are available in an environment of growth, we will ask:**
  “Is it valued by the community and based on the scholarship of teaching and learning?”

**Develop timeline**
- Adhere to budget schedule adopted by the Board of Trustees
- Submission of balanced budget April 15th.
- Develop staffing Work sheets and operational budget worksheets for distribution to responsible managers by February 22, 2013
- Receive worksheets in the office of Administrative Services on Thursday, March 15, 2013; this will allow time for tabulating budget submissions.
- Administrative Services will compile for Friday’s March 29, 2013 RAC meeting.
- Final approval College Council April 8, 2013

**Implementation steps and for improvements**

Identify a form and/or forms to request resources outside of Program Review to develop institutional initiatives or meet program needs.

...  

A workgroup will flesh out how the committee is going to accomplish these guiding principles.

**Workgroup: Jenni Abbott, Iris Carroll, Kevin Sabo, Kevin Alavezos, Paul Cripe and Nancy Sill.**

Paul Cripe requested a rough estimate of budget issues for not just next year but the year after.

Rose LaMont moved that RAC recommend that College Council begin discussion on creating an enrollment management committee. Iris Carroll seconded. Michael Guerra advised that it needs to be known exactly what RAC would want that committee to address. There was not a quorum in attendance in order to vote.

**Future Agenda**

1. Rewrite charge for RAC
2. Principles to Guide Resources for Financial Stewardship for the College - Revisit

**ANNOUNCEMENTS**

**ADJOURNMENT**
Resource Allocation Committee

AGENDA
October 19, 2012
10:00 – 12:00

LOCATION: Student Services 203

I. Review of Minutes – Sept 7 & Oct 5, 2012

II. Review of Agenda

III. Enrollment Update

IV. Principles to Guide Resources for Financial Stewardship for the College - Revisit
   A. Additional Suggestions for Principles
   B. Recommendation for requests outside Program Review

V. Rewrite Charge for Resource Allocation Committee

VI. Adjournment
1. Review of Minutes

Nancy Sill, Kevin Alavezos and Rose LaMont had amendments to the minutes of October 5, 2012.

Serious concern was expressed that some members are not attending the meetings and it is affecting the ability to have a quorum to fully conduct business. It was recognized that there are certain circumstances that cannot be avoided, but members should be committed to attending meetings barring unavoidable circumstances.
2. Review of Agenda

Iris Carroll requested that discussion regarding rewriting the charge for the Resource Allocation Committee be on the agenda before Principles to Guide Resources for Financial Stewardship for the College.

3. Rewrite Charge for Resource Allocation Committee

Michael Guerra read the charter and responsibilities of the Resource Allocation Council (RAC) from the Engaging All Voices Decision-Making Handbook as follows:

A. Charter

The Resource Allocation Council makes recommendations to the College Council regarding the college’s processes for institutional budget development including:

- The development 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
- Participation in the review/revisions of the college’s Master Plans
- Support the legal responsibilities of all constituent groups.

B. Responsibilities

- College Budget Development
- Budgetary Master Planning
- Student Learning Outcomes
- Technology planning

Michael Guerra requested that members keep in mind the four bullets under charter when developing the guiding principles. He advised the group to decide on guiding principles before attempting to rewrite the charge. Brief discussion ensued and members moved on to discuss guiding principles.

4. Principles to Guide Resources for Financial Stewardship for the College - Revisit

Michael Guerra has observed that the college’s past keeps coming up in every meeting he attends. He stated that the principles have to come into place adding that RAC makes recommendations to College Council.

Michael referred to the work group’s comments on the guiding principles. He stated that we are charged to begin developing student success assurance without funding and this is a mandate. The college has to address student success and the mandate that is coming forward. He applauded the work group for their dedication.

Nancy Sill stated that the whole access becomes mixed with success.
Kevin Alavezos recommended aligning accreditation standards with program review, adding they should all be tied together.

Nancy Sill recommended discussing the district allocation model.

Michael Guerra distributed a draft document from another college that listed criteria for budget allocations. Categories of the one-page document followed by a short description were in the areas of populations served, program achievements, basic skills, transfer and workforce development missions, future need, productivity and enrollment trends, program mix, mandates and organizational efficiency.

Nancy Sill stated that an evaluation mechanism is needed. Michael Guerra responded that it should be called assessment.

The following document is a result of discussion regarding guiding principles:

**Resource Allocation Committee - Guiding Principles**

In the resource allocation process, we will ask the questions: 1) is it reasonable, 2) is it allowable, 3) is it essential, 4) is it sustainable? We will clearly communicate processes and recommendations.

1. **We value stewardship and integrity in recognizing our fiduciary responsibilities to ensure financial stability**

1.2. **We take an institutional approach to decision-making. Resource allocation recommendations will be based on the following:**

   a. Alignment to the college mission and goals
   b. Scholarship of teaching and learning
   e. Value to the community
e-d. Budget assumptions and scenarios

2. **We will ask the questions:**

   a. “Is it reasonable?”
   b. “Is it allowable?”
   c. “Is it essential?”
   d. “Is it sustainable?”

3. **We will take an institutional approach to decision-making**

   - Provide findings and recommendations for meeting college goals based on college mission.
• Work with college to develop a (two year) multi-year financial projection.
• Clearly communicate enrollment strategies.

• We will focus on strategically allocate resources to strengthen learning and support services that improve student success and access to learning and services

1. We will ask the question, “How will this allocation help students?”
2. We will ask the question, “Will this decision hinder access to learning and services?”

4. We will be more responsive to articulated college needs through a defined and documented process

• Review and refine ranking process of college needs articulated in Program Review and grant requests.
• Identify institutional restrictions such as past practices or services that have been identified as “MJC Culture” of the college.
• Identify a form and/or forms to request/respond to resource requests made outside of Program Review to develop institutional initiatives or meet program needs.

5. We will use relevant, consistent, agreed upon data consistently for decision-making

• Determine data to use for decision-making.
• Design and recommend rubrics for decision-making.
• Review and understand budget assumptions for 2013-14 and current 2012-13 fiscal year.

6. We value stewardship and recognize our fiduciary responsibilities

• Recommend ways to increase the margin of the operational budget
• Review the categorical (unrestricted) fund to determine program encroachment on the general fund.
• Identify recommendations that enable the college to sustain financial solvency and maintain recommended revenue levels.
• Design and implement practices to identify options to reduce various expenses and/or increase revenue to balance the budget.
• Become aggressive in reducing expenditures.
• Evaluate bond program costs that may be making future general fund obligations.
• Assure that any (material) additional revenue or savings that materializes are used first to improve MJC’s fund balance.

• Prior to adding any discretionary costs to the budget, identify reasonable levels of resources to commit to capital outlay from the operating budget.

7.6. **We will be** proactive in leveraging current resources regardless of the fiscal climate

• Analyze the cost effectiveness of non-instruction related release time to determine if duties performed are essential or could be done by others.

• Eliminate non-instruction related release time when possible and negotiate reductions if required.

• Decrease the amount of full-time release time from the current level.

• Review FTES/FTEF and determine if the college is maximizing its opportunities to generate additional funding.

• Recommend an in-depth enrollment management program focusing on the fundamentals of enrollment management.

• Evaluate the process for scheduling classes and determine what enrollment management strategies are used when making scheduling decisions.

• Evaluate ways to increase the productivity and cost effectiveness of the credit program.

• Evaluate load and class size.

• Review administrative structure and history to determine if administration is organized effectively and if staffing levels are appropriate.

• Recommend discussing district allocation model

8.7. **We will operate** under the established timelines

• Review timeline chart periodically to ensure its currency

• Establish deadlines that are driven by the established timelines

8. We regularly assess resource allocation processes

Comment [IC7]: Do we really mean this? Improving fund balance would outweigh every other consideration?

Comment [a8]: How about “assure that additional revenue or savings that materialize are prioritized for most appropriate allocation?”

Comment [a9]: Again, maybe fewer points. If it is more general, we can boil down to the detail level as we make recommendations.
Develop timeline

- Adhere to budget schedule adopted by the Board of Trustees
- Submission of balanced budget April 15th.
- Develop staffing Work sheets and operational budget worksheets for
distribution to responsible managers by February 22, 2013
- Receive worksheets in the office of Administrative Services on Thursday,
March 15, 2013; this will allow time for tabulating budget submissions.

- Administrative Services will compile for Friday’s March 29, 2013 RAC
meeting.
- Final approval College Council April 8, 2013

Implementation steps and for improvements

- Identify a form and/or forms to request resources outside of Program Review to develop
institutional initiatives or meet program needs.

...
5. Enrollment Update (standing item)

Michael Guerra informed members that the college is on target with enrollment. The only thing that will change is census has not been done, positive attendance. The college is good. Michael added that we will know where we are on November 8.

Future Agenda

1. Rewrite charge for RAC
2. Principles to Guide Resources for Financial Stewardship for the College – Revisit
3. Name change to Resource Allocation Council instead of Committee
4. Grant person on RAC membership

ANNOUNCEMENTS

ADJOURNMENT
Resource Allocation Council

AGENDA
November 2, 2012
10:00 – 12:00

LOCATION: Student Services 203

I. Review and Approval of Minutes – Sept 7, Oct 5 & October 19, 2012

II. Review of Agenda

III. Enrollment Update

IV. Principles to Guide Resources for Financial Stewardship for the College - Revisit
   A. Additional Suggestions for Principles
   B. Recommendation for requests outside Program Review

V. Name change to Resource Allocation Council instead of Committee

VI. Representation for College Council

VII. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
November 2, 2012

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Director Grants &amp; Resource Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shayne Cooley</td>
<td>Student Senate Rep</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maurice McKinnon</td>
<td>Instructional Dean</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Martha Robles</td>
<td>Student Services Administrator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mike Sharif</td>
<td>Student Senate Rep</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>MJC President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Joan Van Kuren</td>
<td>CSEA appointee</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate President</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>

Vacant position
Classified Staff Advisory Council
Dean (1)

**Business**

1. **Review of Minutes**

Iris Carroll amended Nancy Sill’s comment as follows: Nancy Sill stated that the whole access becomes mixed with success the focus is shifting from access to success.

Kevin Alavezos moved to approve the minutes of October 19, 2012 as amended. Rosanne Faughn seconded.

The minutes of October 19, 2012 were approved as amended by aye vote.
Rosanne Faughn moved to approve the minutes of September 7, 2012 and October 5, 2012. Kevin Alavezos seconded.

The minutes of September 7, 2012 and October 5, 2012 were approved by aye vote.

2. Review of Agenda

Michael Guerra reviewed the agenda with members, adding Proof of Concept and Agenda Development.

3. Enrollment Update (standing item)

Michael Guerra informed members that the college appears to be on target at 16,249.2 FTEs. He will continue to keep an eye on enrollment and move forward.

In response to Kevin Alavezos’ questions, Martha Robles will generate a list of information on lab hours and positive attendance for clarification for the committee.


Additional Suggestions for Principles

Michael Guerra acknowledged that a lot of good work has already been done regarding the guiding principles. Paul Cripe added that he likes what the members have done.

Maurice McKinnon commented that first and foremost, communication is central, and effective planning and ensuring trust among stakeholders, both external and internal need to be included.

Michael Guerra cautioned that he does not want to lose the objectives. The group is going to need to communicate this information to all constituents and report back accurately. Nancy Sill pointed out that items will not be numbered in the final document. Michael assured that the numbering will be left off the final document as agreed at a previous meeting.

Maurice McKinnon stated that she would add financial stability and institutional effectiveness. Michael Guerra responded that these were addressed in item 3, allocate resources.

Iris Carroll commented that she loves the chart that Jenni Abbott generated from the principles, adding that it really makes it clear.

Jenni Abbott suggested adding projections to the last bullet in #2. Iris Carroll suggested deleting two year as it is redundant when proceeding multi-year regarding activity #3.

John Zamora pointed out that enrollment is the charge of the Instructional Council, not RAC. Jenni Abbott responded that RAC wants enrollment management information not that RAC is going to do it. Iris Carroll further clarified that RAC is going to recommend that enrollment management is done – an analysis.

Jill Stearns suggested program completeness, not fundamentals of enrollment management for activity #3.
Rose LaMont suggested adding *and cost effectiveness*. Nancy Sill stated that she does not want to imply that expensive programs are at risk.

Jill Stearns stated that it still needs to be flushed out a bit what this group’s responsibility is. This group’s responsibility is that resources are allocated in such a way to garner the best benefit to the college. Jill added that there are many factors involved and many we cannot change as much as we would like to.

Members were ok with guiding principle #4.

Guiding principle #5: Maurice McKinnon suggested adding definition and understanding of so we are all speaking the same language – *add well defined*.

Guiding principle #6: Jenni Abbott suggested using *in all* fiscal climates instead of *regardless of*.

Members were ok with guiding principle #7.

Guiding principle #8: Adding *refine and communicate* was suggested.

Jill Stearns suggested a commitment to or understanding the role of both expansion and contraction of programs. There needs to be something about planning for growth and for reduction.

Susan Kincade said taking a “students first” approach would be the only thing she could suggest.

Jill Stearns responded that maximizing opportunities for students should be somewhere. Rose LaMont suggested inserting this in the first paragraph. Susan Kincade suggested *assist students in reaching educational goals*.

**Action Item**

Paul Cripe moved to accept suggestions to the RAC guiding principles document. Rose LaMont seconded.

Motion passed with aye vote.

The following is the **approved** RAC Guiding Principles document:

---

**Resource Allocation Council Guiding Principles**

**Modesto Junior College**

---

The Resource Allocation Council is committed to clearly communicating our processes and recommendations. As part of the resource allocation process, we will ask the questions:

- Does it help students reach their educational goals?
- Is it reasonable?
- Is it allowable?
• Is it essential?
• Is it sustainable?

The direction of the Resource Allocation Council is based on the following established guiding principles:

- We value stewardship and integrity in recognizing our fiduciary responsibilities to ensure financial stability.

- We take an institutional approach to decision-making. Resource allocation recommendations are based on the following:
  a. Alignment to the college mission and goals
  b. Scholarship of teaching and learning
  c. Value to the community
  d. Budget assumptions, projections, and scenarios

- We strategically allocate resources to strengthen learning and support services that improve student success.

- We are responsive to articulated college needs through defined and documented processes.

- We use relevant, well-defined, agreed-upon data in a consistent manner for decision-making.

- We are proactive in leveraging current resources in all fiscal climates.

- We operate under the established timelines.

- We regularly assess, refine, and communicate resource allocation processes.

Michael Guerra thanked members for their persistence and good work in creating the guiding principles that were flushed out over the last several meetings.

5. Recommendation for requests outside Program Review

Michael Guerra presented two documents from his former institution that does a 5-year cycle of program review. These forms were used if they came into a budget year where they were told we must hold money unless absolutely necessary and then they would use this personnel justification form.

Iris Carroll asked didn’t this body talk about this process? She added that it seems like so many of the personnel positions that have been sent in emails, pop up outside of the process. Her concern is what is our process for handling these type of personnel items and what criteria makes those necessary to be outside of the process? She would like to be able to have an answer for these positions.
Rosanne Faughn responded that the college has approval forms in place already and are we going to have these forms as a pre-approval form?

Maurice McKinnon suggested that maybe it is executive discretion as executives have to make decisions sometimes outside of the process.

Iris Carroll suggested that maybe a monthly overview of these positions can be provided so RAC can speak intelligently about them.

Jill Stearns stated that she would like the form to be called *Budget Allocation Request* in the case that it is not personnel.

Jenni Abbott suggested looking at this as a tool; it is not a process. Jenni felt we could put words to the process even if it doesn’t come to RAC.

Jill Stearns reminded members that this form is to be used for when you are not undergoing program review or are outside that process.

Michael Guerra stated that the Action Plan has been successful at his previous institution.

Jill Stearns informed members that the program review process is just starting for MJC. Michael Guerra added that the process is just being cleaned up right now. Michael briefly went over the items, stating that he just wanted to present this and put forward as something to think about. He reminded members that RAC is a recommending body and asked what vehicles are we going to use? He added that we are going to design these forms if it is something members think is important to talk about. He asked what parameters are we going to put out there?

Jill Stearns asked if program review is making us better at what we do, adding that it is really about taking care of needs. Iris Carroll responded that if we are not doing program review at the time, something else needs to drive our allocations.

### 6. Name change to Resource Allocation Council instead of Committee

A motion was made at the previous meeting regarding the name change but could not be voted on due to lack of a quorum.

**Action Item**

Rose LaMont moved to change Resource Allocation Committee to Resource Allocation Council. Kevin Alavezos seconded.

Motion passed by aye vote.

### 7. RAC Representative on College Council

Paul Cripe agreed to be the Resource Allocation Council representative on College Council.

There was general consensus to approve Paul Cripe as the College Council rep.
ANNOUNCEMENTS

Michael Guerra gave members a homework assignment of reading the decision-making document. Michael will also send out links regarding information on other colleges.

Future Agenda

1. Proof of Concept (re Patterson site)
2. Agenda Development
3. Recommendation for requests outside Program Review documents

ADJOURNMENT
Resource Allocation Council

AGENDA
December 7, 2012
10:00 – 12:00

LOCATION: Student Services 203

A. Review and Approval of Minutes

B. Review of Agenda

C. Reading Materials

D. Enrollment Update

E. Guiding Principles Review

F. Lottery Proposal

G. Proof of Concept (Patterson site)

H. Classification Review

I. Recommendation for requests outside Program Review

J. Agenda Development

K. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
December 7, 2012

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Director Grants &amp; Resource Development</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Shayne Cooley</td>
<td>Student Senate Rep</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Maurice McKinnon</td>
<td>Instructional Dean</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Martha Robles</td>
<td>Student Services Administrator</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Mike Sharif</td>
<td>Student Senate Rep</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>MJC President</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate President</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

**Vacant position**

Classified Staff Advisory Council

Dean (1)

### Business

1. Review of Minutes

Kevin Alavezos stated that he did not move to approve the minutes at the last meeting.

Iris Carroll moved to approve the minutes of November 2, 2012 with the correction. Rosanne Faughn seconded.

The minutes of November 2, 2012 were approved as corrected.
2. Review of Agenda

Michael Guerra reviewed the agenda with members.

Iris Carroll asked what happened with the lab hours and positive attendance information that Martha Robles was going to send to the committee? Michael Guerra responded that he spoke with Martha who said the information is not ready at this time.

3. Reading Materials

Michael Guerra requested feedback from members regarding the information he sent out regarding other colleges. Reading material description: San Francisco City College (Fiscal crisis & management team fiscal review), San Jose Evergreen (Management assistance review), San Mateo Community College (Alleged financial impropriety, embezzlement), Southwestern College (Conflict of interest construction bids).

Iris Carroll responded that it was pretty apparent that oversight of the colleges was needed for the colleges that ended up in financial trouble.

Nancy Sill stated that in some of the information, interesting comparisons were done and there is a need to have some standard reporting. Nancy suggested that it would make sense if we used our cohorts consistently for comparison. She added that a lot of work went into finding a similar college for negotiations. Michael Guerra suggested identifying those colleges or districts. Nancy added that the information is broken down into staffing and the kind of staffing and gives a way to benchmark.

Michael Guerra suggested a sub group to work on gathering comparison data.

**Sub Group:** Nancy Sill, Rose LaMont, and Kevin Alavezos

4. Enrollment Update

Michael Guerra informed members that 160 FTES were added because of restoration. The college will hit a new target of 14,012 FTES and he will ask the district to fund because MJC does not have the money. Right now the college is at about 6,200 FTES with 477 more needed. Then we will have spring and we are looking at early summer if that is what we need to do. We are looking at a half million from the district. Michael will have Carolyn Hart send out the cleanup dates for the handout that erroneously stated 2011-2012 earlier.

Michael Guerra reported that schedules are being worked on among the deans. Most deans are generating classes that will generate the FTES needed.

In response to a request it was decided to agendize RAC’s role in budget allocation.

5. Guiding Principles Review

Michael Guerra stated that he would like to go through the principles today. After a short discussion, it was determined that this body has spent a considerable amount of time creating the principles and approved them at the November 2, 2012 meeting.

**Action Item**
Rose LaMont moved to send the Guiding Principles document to College Council. Iris Carroll seconded.

Motion passed with aye vote.

Paul Cripe will present the Guiding Principles document at the next College Council meeting and field any questions.

6. Lottery Proposal

Michael Guerra referred to the spreadsheet on screen, an extract from CurricuNet. He explained that some items did not meet the criteria or were funded from different areas and were removed from consideration. Areas that did meet the criteria came to a total amount of $79,601.00, and they were able to fund these requests. To make everyone whole in supplies, divisions received what was expended last year in August to start the Fall 2012 semester. $465,133 in lottery funding was allotted with $80,000 withheld for Technology/Media.

Michael Guerra stated that carryover from 2007 on is being used for next year. He reminded members that next year is going to be a tight budget year.

Iris Carroll questioned the Library only requesting $1.00 in lottery funds. Michael responded that he will hold up distribution until it is determined why that amount is listed, adding that it might be there as a placeholder.

Kevin Alavezos brought up the rollover budget and pointed out that the zero based budget worked well the year it was implemented.

Parking Lot: Rollover budget and new Lottery money

Action Item

John Zamora moved to approve distribution of the Lottery funds with the caveat that the Library gets their money. Rose LaMont seconded.

Nancy Sill requested that the minutes reflect that lottery funds were discussed but that a formal vote not be taken given that we do not have enough information to fully assess the allocation. She added that the Library should be considered and felt it was all right to go ahead and move it forward. No one was upset by anything except possibly the Library and RAC can assess process of the Lottery in the future.

Michael Guerra stated that College Administrative Services will push this money out.

The motion was not voted on and there was no disagreement with Nancy Sill’s statements.

Jenni Abbott suggested getting all the tools to look at making strategic recommendations. Jenni recommended the following strategic analysis elements.

- Cohort Colleges Budget Analysis (Examining expenditure priorities (i.e. rollover budgets)
- Enrollment Management Data Analysis (Leveraging personnel)
- Program Review (Coordinated technology purchases)
- Budget History
- Budget Projections
Iris Carroll requested for the next meeting to discuss how we put the pieces together, what we need to do and what information we need to work with to be able to get it done.

**Action Item**

Iris Carroll moved to agendize Jenni’s suggestions for tools for the next meeting.

Motion died for lack of a second.

**7. Proof of Concept – Patterson site**

Michael Guerra stated that property has already been acquired and now we are building it out. The handout indicated what the site is going to cost to build it out. He requested that John Zamora give a definition of proof of concept.

John Zamora explained that proof of concept is when you try to get together people of common interests, (i.e. stakeholders) and find a solution. You find out about things you do and do not know, who it is going to affect and that way you can come up with a trial pilot plan. This process requires a lot of getting folks together to see how to proceed.

Michael Guerra informed members that the project is going to cost $5.5 million. He added that we need to look at it to determine if we really need to develop a site and if we can operationalize it. The projections on the document are for 24, 36, and 48 sections. Michael explained that he took information from others and built the document. He added that the person who is going to be at the site has to be a jack-of-all-trades and be able to answer all questions and be a source of information in order to fully serve students. The site will not be able to have a Library and will have to be online and perhaps reserve. As a site, you are not expected to provide all services. The property is expanding with infrastructure and is probably more valuable at this point. RAC would make a recommendation and an answer is not expected today. This document shows what it is expected to cost to operate this site.

Nancy Sill asked how many sections are currently being offered there, what is the potential demand, and has a site analysis been done? Michael Guerra responded that some compression research has been done which Jenni Abbot has. He clarified that these figures are estimates based on conversations with Tim Nesmith and Nadia Vartan regarding speculation on staffing need.

Nancy Sill asked what alternatives do we have? Marla Uliana added that if you don’t give priority registration to those in Patterson, then you are probably getting students from other areas who register for classes in Patterson because they cannot get classes in Modesto.

This item will appear on a future agenda. Michael Guerra stated that he would like to focus on the site costs and how it is going to dilute us here. He informed members that we are currently paying $8,000 a year for taxes on this site.

**ANNOUNCEMENTS**

**Future Agenda**

1. Proof of Concept (re Patterson site)
2. Agenda Development
3. Recommendation for requests outside Program Review documents
4. Classification Review
5. RAC’s role in budget allocation

Parking Lot:

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

ADJOURNMENT
Resource Allocation Council

AGENDA
February 1, 2013
10:00 – 12:00

LOCATION: Student Services 203

A. Review and Approval of Minutes

B. Review of Agenda

C. Guiding Principles Review – Discussion from College Council

D. District Policy 7232: Classification Review

E. District 2013-14 Budget Planning Timeline

F. Budget Update

G. Adjournment
1. Review of Minutes

Nancy Sill requested stating in the minutes what the reading materials were. Nancy Sill also made a correction to her statements regarding lottery funds.

Rose LaMont moved to accept the minutes of December 7, 2012 as amended. Marla Uliana seconded.

Motion passed by aye vote with one abstention.
2. Review of Agenda

Michael Guerra reviewed the agenda with members.

3. Guiding Principles Review – Discussion from College Council

Paul Cripe reported presenting the newly adopted Guiding Principles to College Council on Monday. He reported that almost all the responses fit into a single category, make sure that funds are spread out and not concentrated into one group. Equity was a concern. Will there be a sense of history of who did not get funded in the past and will that group keep on not receiving funding. One College Council member asked for a clear process which is not defined yet. There was a flavor of let's make sure no one has an edge or the ability to make some backroom deal.

Paul reiterated the main concerns: equitable, fairness, sense of history. He summarized that College Council seemed to be in consensus that they like the guiding principles document as a whole. There was concern with determining the process, feeling accomplishment when RAC recommends then hiring is done in spite of RAC's work, and also data is needed.

Michael Guerra added that the role will be defined when we get into the operating mode and the guiding principles will become part of the strategic plan. Paul responded that the word strategic was mentioned at College Council, then the word equitable is kind of opposite of strategic. These are the principles we agreed to use and an agreed process is needed.

4. District Policy 7232: Classification Review

Michael Guerra clarified that procedural change affects the job in terms of change of working conditions. The classification process addresses when a person thinks they are working out of classification and merit reclassification.

Michael explained that there is a small group reviewing the policies and procedures before they move to the board for action and President Stearns thought she would bring all policies to College Council. College Council wanted policy 7232 to come to the Resource Allocation Council for review.

John Zamora stated that under process notification it needs to be defined what the District Classification Review Advisory Committee is and what that is going to be comprised of. He also asked how does an annual review impact our resources?

Nancy Sill asked what is the new anniversary date? It needs to be clarified regarding what the anniversary date is. Michael Guerra added what does that new date represent?

Cece Hudelson-Putnam stated that because of Y rating, there is an inflationary part built into the process. Michael Guerra responded that a person is Y rated until the position catches up. Cece gave an example of duties changing but still paying a higher rank pay.

Paul Cripe will carry RAC’s input regarding classification review to College Council.
5. District 2013-14 Budget Planning Timeline

Michael Guerra stated that we are on time for February 1 (Controller works with IT to create new FileSuite in Datatel). Michael went through the timeline starting January 1, 2013 ending with September 11, 2013 (September Board meeting – Final Budget).

Michael explained that on March 1, we should know how much money we have to work with. He stated that this is a pretty aggressive timeline. In the May revise, we find out how the taxes came out and any adjustments. Employment is fragile and there is a good indication that housing is coming up. The Board of Governors is going to decide how community colleges are going to be funded from $200 million. A lot of items are going to be decided and there are some limits such as repeatability and financial aid type of items.

Martha Robles added that the wait list has improved our enrollment. Students are dropping classes earlier now.

Michael stated that the college has 500+ FTEs to make up and is looking at May “mester” adding 200 sections. The college has an opportunity to really grow. Our total salary and benefits are being reviewed right now.

Salary and benefits $46,761,151.51 (13-14)
Salary and benefits $47,721,506.00 (12-13)
Total operating $1,057,063
$7.5 million discretionary
The college is negative $230,000 as of July 1.

Michael Guerra projected that it looks like it is going to be a flat budget. He cautioned that Prop 30 is only temporary money (until 2017) and we have to be careful how we proceed. Measure E is going to be sun setting. Currently, Blackboard is funded out of Measure E in the amount of $130,000.

Another big question is what is going to be the cost of start up for Patterson when we start offering classes? Eventually building will start on the site and develop for that industry out there. The district is not in a position to fund Patterson right now.

Michael Guerra cautioned that trailer bills have yet to be filed and it is unknown if there will be a February or May surprise. There will be money but we just don’t know in what way the college will get it.

Michael stated that establishing signature programs at Patterson for the need out there is desired. He added that there is always a need for safety training.

Patrick Bettencourt asked if everyone knows why we need $7.5 million for the 13-14 PT/OL budget? Michael Guerra responded that items like sabbaticals, illness and increased assignments drives up PT/OL and that money is relied on for additional PT/OL. The final number comes from the deans and what is needed. The $7.5 million is only a place holder. The PT/OL amount will have to be justified in the offerings and FTES.

6. Agenda Development

1. Membership
2. Enrollment Update - Positive attendance, estimates (Martha Robles will provide)
3. Charge of Committee
4. Budget Cycle timeline
5. Workgroup – Cohorts for negotiation (Rose LaMont)
6. 50% Law

7. DataMart

Kevin Alavezos distributed a sheet of information he pulled from DataMart for all colleges comparing MJC to our cohorts. The categories are the ones we report for all staffing and was for information only.

ANNOUNCEMENTS

Future Agenda

1. Proof of Concept (re Patterson site)
2. Agenda Development
3. Recommendation for requests outside Program Review documents
4. Classification Review
5. RAC’s role in budget allocation

Parking Lot:

1. Sub group to gather comparison data information
2. Rollover budget
3. New Lottery money
4. 50% Law

ADJOURNMENT
Resource Allocation Council

AGENDA
March 1, 2013
10:00 – 12:00

LOCATION: Student Services 203

A. Review and Approval of Minutes

B. Review of Agenda

C. Membership

D. Charge of Committee

E. Enrollment Update – Positive attendance estimate (Martha Robles)

F. Budget Timeline

G. Workgroup Cohorts for Negotiation (Rose LaMont)

H. Adjournment
1. Review of Minutes

Michael Guerra stated that from now on the minutes will be done in bullets reflecting salient points. Iris Carroll responded that she feels that it is important to use discussion on important issues so we have a record.
Cece Hudelson-Putnam made a clarification correction to her statements regarding Y rating. Patrick Bettencourt requested some clarifying verbiage regarding the figures Michael Guerra outlined on the board at the last meeting.

Cece Hudelson-Putnam moved to accept the minutes of February 1, 2013 as amended. John Zamora seconded.

Motion passed by aye vote.

2. Review of Agenda

Michael Guerra reviewed the agenda with members adding Jill Stearns who will speak on process to the council.

3. Process

Jill Stearns stated that her goal was to have two documents today prepared to have something to look at, however accreditation matters needing immediate attention prevented her from preparing the documents. She informed members that the college will have a new team next time for the accreditation visit.

Jill Stearns made the following points regarding the budget process.

- The budget process is going to be complex and not on the exact same timeline. Sometimes the state is late. It is not going to be perfect.
- It is not likely to have resources to meet all the requests to meet needs.
- We must rely on program review, assessment, graduation rates and strategic decision.
- The reality is there is no flexibility in terms of positions.
- The focus will not be on funding every need.
- How we allocate depends on how we are going to meet our immediate goals to get us to where we want to be.
- There is going to be a cycle where some point in the year resource allocation requests are gathered.
- The process is going to be wide open and transparent.
- Process will be web based where people are asked to provide program review reasons.
- Program review should be about program improvement. Dialogue should be developed around that.
- Program review should be tied to our mission and college goals. These things will come forward. Part of the request would be it has approval and how the approval is reached at the division level i.e., conversation at that level.
- The request goes to the council it is related to i.e., Instruction Council, Student Services, etc. and the council will make the recommendation.
- RAC will not have to have a discussion about every request. RAC will talk about items closer to the top or identify about being critical.
- There will be multi-funding sources to consider like grants. Sometimes we might see patterns of requests that might bundle for grants or outside resources. We would also be able to guide people to other opportunities like the Foundation.
- It would also include requests for personnel to build a database but we would not be able to fund now. Faculty hires should be driven by a priority list. The Senate has the priority faculty list. (Jill will research the Senate process.)
- Our focus has been creating and then struggling to support the process.
- Faculty hiring needs to be tied to enrollment. The deans should make recommendations for faculty hiring.
Michael Guerra summarized that President Stearns is talking about developing a process and putting it on paper and following it so the process is clear. The goal is to have the process established and the guidelines published.

Jill Stearns added that program review’s purpose is how can we get better at what we do. We have to develop a process to get to what is really important. The reality right now is that there is not new long term money coming our way that we can see to hire. Requests such as special events should come to the RAC process and not the president’s office.

4. Charter

Michael Guerra stated that RAC has a good guiding principles document that can be incorporated into the charter to give detail. He requested a task force to work on incorporating the guiding principles into the charter.

*Charter Task Force:* Rose LaMont, Iris Carroll, Jenni Abbott

Charter focus:

- Document backs up what we are trying to develop.
- Will bring back items behind the document to process to make sure linkages are there.

**Charter** *(Operationalize Guiding Principles by incorporating bullets we have received earlier)*

The Resource Allocation Council makes recommendations to the College Council regarding the college’s processes for institutional budget development including:

- the development 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
- participation in the review/revisions of the college’s Master Plans
- support the legal responsibilities of all constituent groups.

5. Responsibilities:

- College Budget Development (For money left over, not every budget for the whole college.)
- Budgetary Master Planning
- Student Learning Outcomes
- Technology Planning

6. Meetings:

Twice monthly during academic year and summer months.

7. Membership

**Action Item**

Iris Carroll recommended having a representative from Grants. Kevin Alavezos moved to add the Grant Director to the membership. Rose LaMont seconded.

There was general consensus to approve adding the Grant Director to the membership.
Patrick Bettencourt suggested the Foundation Director be added as a member. Michael Guerra responded that the Foundation Director can be called into the meetings when needed.

8. Decision Making Process

Kevin Alavezos brought up voting by majority or consensus as a way to run meetings in order to make decisions.

Jill Stearns gave the following response:

- Consensus does not allow for recording of a negative vote.
- Consensus can be a good thing but having an opposing opinion recorded is also valuable.

Discussion ensued.

9. Enrollment Update – Positive attendance estimate

Martha Robles is in the process of developing a one page document for enrollment and will develop positive attendance information.

10. Budget Timeline

Michael Guerra reported that the college is on schedule and people are being asked to submit their budget. The second blush of staffing and benefits will be reviewed next week. Any revision will be forwarded to the district.

11. Workgroup Cohorts for Negotiation

Rose LaMont reported that they are talking in negotiations about how YCCD compares to our negotiation cohorts. The suggestion was made that we use cohort information in faculty negotiation. Rose distributed a document she develop for YFA from the 311 report submitted by all the districts, reporting out these two items for all the districts in our cohorts. Rose took the average and median for each district and ranked them. She stressed that this is informational and her main goal is to give RAC this list. The document includes all salaries and benefits from 2004-2005 up until the current year which is not included.

ANNOUNCEMENTS

Future Agenda
1. Membership
2. Charter
3. Agenda Development
4. 50% Law calculation – Michael Guerra bringing document
5. Decision Making Process
6. Parking Fee Increase

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

ADJOURNMENT
Resource Allocation Committee

AGENDA
March 15, 2013
10:00 – 12:00

LOCATION: Student Services 203

1. Review and Approval of Minutes

2. Review of Agenda

3. Charter

4. Membership

5. Decision Making Process

6. Parking Fee Increase

7. Enrollment Update – Positive attendance estimate (Martha Robles)

8. 50% Law calculation - Informational

9. Agenda Development

10. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
March 15, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-Putnam</td>
<td>Dean Rep</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>President</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td>✔</td>
<td></td>
</tr>
</tbody>
</table>

Vacant position
Classified Staff Advisory Council

**Guest**
Debi Bolter Professor of Anthropology

**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 $260,000 in additional revenue)

<table>
<thead>
<tr>
<th>Permit</th>
<th>Current Fee</th>
<th>Recommended Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Semester/Summer</td>
<td>$20/$7.50</td>
<td>$30/$10</td>
</tr>
<tr>
<td>BOGW Semester</td>
<td>$20</td>
<td>$30</td>
</tr>
<tr>
<td>Staff Annual</td>
<td>$30</td>
<td>$60</td>
</tr>
<tr>
<td>Temp Staff Semester</td>
<td>$15</td>
<td>$30</td>
</tr>
<tr>
<td>Day Pass</td>
<td>$1</td>
<td>$2</td>
</tr>
<tr>
<td>Motorcycle Semester</td>
<td>$7.50</td>
<td>$10</td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th></th>
<th>MJC</th>
<th>Columbia</th>
</tr>
</thead>
<tbody>
<tr>
<td>2012-2013</td>
<td>$132,308</td>
<td>$166,500</td>
</tr>
<tr>
<td>2013-2014</td>
<td>$174,723</td>
<td>$174,800</td>
</tr>
<tr>
<td>2014-2015</td>
<td>$219,600</td>
<td>$183,600</td>
</tr>
</tbody>
</table>
**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

<table>
<thead>
<tr>
<th>Impact of Reduced Revenue</th>
<th>MJC</th>
<th>Columbia</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reduced one FT officer and one FT lead officer</td>
<td>Reduced one FT officer on swing shift</td>
<td></td>
</tr>
<tr>
<td>Services level reduction</td>
<td>Will maintain current services with augmentations</td>
<td></td>
</tr>
<tr>
<td>Escort</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Motor assistance program</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Courier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Patrolling</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking enforcement</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field training for officers reduced</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>5.2</td>
<td>4.2</td>
<td>-25%</td>
</tr>
<tr>
<td>Weekends</td>
<td>2.5</td>
<td>2</td>
<td>-20%</td>
</tr>
</tbody>
</table>

Swing Shift Summary 2009 to 2012

<table>
<thead>
<tr>
<th></th>
<th>2009</th>
<th>2012</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Friday</td>
<td>4.2</td>
<td>4.2</td>
<td>0</td>
</tr>
<tr>
<td>Weekends</td>
<td>3</td>
<td>2</td>
<td>-33%</td>
</tr>
</tbody>
</table>

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
Resource Allocation Council

AGENDA
April 5, 2013
10:00 – 12:00

LOCATION: Student Services 203

1. Review and Approval of Minutes

2. Review of Agenda

3. Parking Permit Fee Increase information – Becky Crow


7. Enrollment Update - Martha Robles

8. Agenda Development

9. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
April 5, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-Putnam</td>
<td>Dean Rep</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>President</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

**Vacant position**
Classified Staff Advisory Council

**Substitute**

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Substituting For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debi Bolter</td>
<td>Rose LaMont</td>
</tr>
<tr>
<td>Korey Keith</td>
<td>Lenicia Lopez</td>
</tr>
</tbody>
</table>

**Guests**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>Becky Crow</td>
<td>Director, Campus Safety</td>
</tr>
<tr>
<td>Marsha Calbreath</td>
<td>Administrative Specialist</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>Year</th>
<th>Fund 11</th>
<th>Fund 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>1990’s</td>
<td>50%</td>
<td>50%</td>
</tr>
<tr>
<td>2002/2003</td>
<td>60%</td>
<td>40%</td>
</tr>
<tr>
<td>2011/2012</td>
<td>65%</td>
<td>35%</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Items feeding into process</th>
</tr>
</thead>
<tbody>
<tr>
<td>• PLO</td>
</tr>
<tr>
<td>• Student Achievement</td>
</tr>
<tr>
<td>• Workforce needs</td>
</tr>
<tr>
<td>• Ed Master Plan</td>
</tr>
<tr>
<td>• Accreditation</td>
</tr>
<tr>
<td>• Performance indicators</td>
</tr>
<tr>
<td>• Mission</td>
</tr>
<tr>
<td>• Goals</td>
</tr>
<tr>
<td>• Institutional Effectiveness</td>
</tr>
<tr>
<td>• Strategic Initiatives</td>
</tr>
<tr>
<td>• Partnerships</td>
</tr>
</tbody>
</table>

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
Resource Allocation Council

AGENDA
April 19, 2013
10:00 – 12:00

LOCATION: Student Services 203

1. Review and Approval of Minutes

2. Review of Agenda

3. Parking Permit Fee Increase Support Information

4. Charter revisions for Engaging All Voices handbook - Revisit

5. Agenda Development

6. Summer Meeting Date Discussion

7. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
April 19, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-</td>
<td>Dean Rep</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Putnam</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rose LaMont</td>
<td>YFA Budget Analyst</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>President</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td>✓</td>
<td></td>
</tr>
</tbody>
</table>

Vacant position
Classified Staff Advisory Council

Substitute

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Substituting For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Debi Bolter</td>
<td>Rose LaMont</td>
</tr>
</tbody>
</table>

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
Resource Allocation Council

AGENDA
June 18, 2013
8:00am – 9:30am

LOCATION: Student Services, Room 203

1. Review and Approval of Minutes

2. Review of Agenda

3. Tentative Budget

4. 2013-2014 Resource Allocation

5. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
June 18, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-Putnam</td>
<td>Dean Rep</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>President</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td></td>
<td>Vacant position</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Classified Staff Advisory Council
YFA Budget Analyst

<table>
<thead>
<tr>
<th>Substitute</th>
<th>Member Substituting For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Sabo</td>
<td>Andrew Campbell</td>
</tr>
</tbody>
</table>

**Business**

1. **Review of Minutes**

Rosanne Faughn pointed out that she and Marla Uliana were in attendance at the last meeting.

Rosanne Faughn moved to approve the minutes of April 19, 2013 as corrected. Cece Hudelson-Putnam seconded. Motion passed by consensus.
2. Review of Agenda

Michael Guerra reviewed the agenda with members.

3. Tentative Budget

Michael Guerra stated the tentative budget was approved by the Board of Trustees on June 12, 2013. Compared to prior years the 13-14 budget has less risk of falling out of balance and is not dependent on voter approval of major tax initiatives. Prop 30 provides both sales and revenue tax. We are not reliant on Federal infusion of funds to maintain programs or services or on unrealistic operational inefficiencies in state programs like furloughs. The overall economic outlook is the best it has been in over 5 years.

The May Budget Revision for 2013-14 was released by the Governor on Tuesday, May 14, 2013. The Governor is supposed to sign by June 30. The community college budget includes a COLA for the first time since 2007-08 (we are behind 18-19%) and FTES Access and Growth funding. The COLA is 1.57% and Growth is 1.63%. In addition, the May Budget Revision buys down the cash deferral imposed on community colleges to about $621,000,000 from nearly $1 billion. With the passage of Prop 30, the tax initiative authored by Governor Brown, an allocation of $50 million was made to community colleges in the current year. This represents about 1% restoration funding for community colleges. YCCD’s share of this allocation is $750,945. A one-time allocation from the state for prior year mandated cost claims amounted to $486,000. The YCCD COLA increase is $1,264,000 and the increase due to Growth is $1,226,000. The MJC budget includes $700,000 of one-time funds and funding to cover the cost of step-and-column. A 10% reserve is set aside in the General Fund balance as is a contingency of $5,300,000 for one time expenditures. Michael Guerra provided budget comparisons of fiscal year 2012-13 and fiscal year 2013-14 and FTES Targets as handouts.

Nancy Sill asked if we would likely hit our FTES target and we should see that when we close this fiscal year.

The restoration growth and access portion for 2013-14 is 1.63% state funded and the district funded 2% for growth for both colleges. Michael Guerra added if other districts cannot hit their targets there will be money left on the table. We should know this by late August or early September when books are closed.

Cece Hudelson-Putnam said BBSS is bigger in the Spring than in Fall so it’s lopsided. More sections added in Spring became inefficient.

On 9/11/13 Teresa Scott will give the final budget to the Board for adoption as required by law. Michael Guerra shared handouts with RAC members. The budget is tentative until we get final appropriation from the State.

Regarding PTOL, Michael Guerra said we are on schedule to hit the 281 FTES increase and he thanked Susan Kincade and the Deans for working on this. When the economy is up we will work to recruit students and provide outreach. Jill Stearns stated we were 100 FTES over in Spring than we had anticipated.

4. 2013-2014 Resource Allocation

There is $150,000 identified in contingency for the Resource Allocation Council to allocate. Michael Guerra said we will begin our work to develop a process and make recommendations for award amounts. Nancy Sill asked what RAC’s role is. It is to develop a process of looking at the budget and we have our committed budget. We need to 1) recognize the need, 2) award it, and 3) close the loop.
Michael Guerra will send the “step and column” to RAC members. It is important for us to know how much that increases the budget each year. For 2013-14, step and column is $208,132 and varies each year depending on the number of personnel positions.

Discussion was held on enrollment and Cece Hudelson-Putnam said she wished that departments would keep records on such things as enrollment as it would be very helpful for new staff that come in. also if RAC members had more access to Datatel CF screens that would be great. Perhaps we could even have a CF screen created for RAC. Long term would be a way to move forward by educating new groups coming in to help with the learning curve.

Jill Stearns passed out a draft “MJC Budget Development & Resource Allocation Process” visual aid designed by Sherri Potts. She thought a visual would help in understanding the process and would be great to share during our Accreditation Visit in October or November. The visual shows how our new governance works. Program Review and Resource Allocation Requests come together and feed into the 3 councils and out of that comes ranked priorities they would like funded which come to RAC. The diagram shows certain items going to Chancellor’s Exec Cabinet and BOT while others go to President’s Exec Cabinet. In the box there is internal input and external input has the potential to impact this process. Kevin Alavezos suggested adding an arrow from President’s Exec Cabinet to Resource Allocation for clarity and also adding arrows each way between the 3 councils pointing to Ranked Priorities. He asked how the Academic Senate would feed into this and that would be through the various councils. Jill Stearns was very pleased with this visual aid and the impact of being shaped as a dollar sign! Nancy Sill said we should use this labeled symbol as an interactive website and you click to see what is going on in that area. Jill Stearns liked this idea as well and suggested we wait to see the new Vice Chancellor of Technology’s plan with network management.

Discussion was held regarding requests coming through program review and for us to tie all needs in program review to our College goals.

Discussion was held on what a resource allocation request might look like. Michael Guerra said at some point we need to develop and introduce a form for Resource Allocation Requests. We will keep it smaller than in the past with boxes holding limited text. He explained that it is RAC’s task to develop the process. How do we want to allocate the $150,000: 50% for Fall and 50% for Spring? Some members thought it might be best to allot all funds in the Fall and analyze it in the Spring. Cece Hudelson-Putnam shared that she’s seen websites that articulated how to perform the allocation. She will get some samples together and share with RAC members prior to the next meeting so they can all arrive and hold a ‘working group meeting’. The form should include options for funding such as mini grants, professional development funds, CTE funds, department monies, etc. Nancy Sill suggested that dates should be available so everyone knows when they have to submit applications for different types of funds and not miss the opportunity. A timeline would be great. Kevin Alavezos shared the importance of managing the website and making sure that the link is available for employees to find and to avoid frustration. Cece Hudelson-Putnam said we need to come up with a plan of what we need and have Joshua Sigman come in and see if it will work on the website. It would be nice to have links to what is available out there (ex: applying for grants, etc.) and a note letting folks know to contact Jenni Abbot for training. We should have a funds page with dates, times, details, etc.

Future Agenda:
1. Reviewing Process
2. Budget Development
4. Set RAC Meeting Schedule

ADJOURNMENT
Resource Allocation Council

AGENDA
July 9, 2013
8:00 – 9:30

LOCATION: Student Services 203

1. Review of Agenda
2. Review and Approval of Minutes
3. 2013-2014 Resource Allocation
   Discussion on Process
4. Adjournment
Modesto Junior College
Resource Allocation Council
Meeting Minutes
July 9, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Guerra</td>
<td>Chair, Vice President of College Administrative Services</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-Putnam</td>
<td>Dean Rep</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Jill Stearns</td>
<td>President</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td></td>
<td>√</td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Joan VanKuren</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td>√</td>
<td></td>
</tr>
</tbody>
</table>

**Vacant position**

Classified Staff Advisory Council
YFA Budget Analyst

**Substitute**

<table>
<thead>
<tr>
<th>Name</th>
<th>Member Substituting For</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Collins</td>
<td>Iris Carroll</td>
</tr>
</tbody>
</table>
Business

1. Review of Agenda

Michael Guerra reviewed the agenda with members.

2. Review and Approval of Minutes

Minutes were reviewed and approved. Rosanne Faughn motioned to approve the minutes and Lenicia Lopez seconded that motion.

3. 2013-2014 Resource Allocation Discussion on Process

Michael Guerra distributed the RAC Guiding Principles & RAC Charter which was developed to support our process for resource allocation. The task of the council for this meeting is to determine the process on how $150,000 will be recommended for distribution.

He stated we need to develop a process and own it. He thought the outline would trigger some thinking on how to allocate the $150,000. Some ideas discussed;

- Should there be a ceiling on amounts awarded?
- Award all the money in the Fall and access in the Spring?
- This is one time dollars, not ongoing.
  - For example, we wouldn’t want to devote this money to personnel as that would be an ongoing expense.
- Do we want to invest in programs, projects, remodels, improve outcomes?
- What other funds can be leveraged-Title V, Lottery, CTE

One council member inquired once the money is awarded, how will we assess, measure success and outcomes? We were advised it is not the Resource Allocation Council’s responsibility to assess as RAC is not making an assessment of the outcome. The assessment information will be made public from the Program Review and Assessment areas.

General Discussion:

There was general discussion on several ways to award the funds and discussion on what list will be used. Fall 2011 PR list was the start point; this was to be sent to Cece Hudelson-Putnam and Joan Van Kuren for sorting and distribution to area deans. This information would come back to the RAC once reviewed and updated on what acquisitions were made since 2011. The RAC would then allocate the $150,000 based on our Guiding Principles.

A council member also stated that the guiding principles should become the same for all councils for consistency. This was a widely accepted recommendation and the council affirmed this should be the case.
Jill stated we have an August timeline. The $150,000 is a small amount of money compared to overall requests being in the millions. Jill posed the question do we find the number one priority that’s going to be the most impactful or do we hit as many programs as possible? Do we address one time needs that can’t be addressed any other way? Jill Stearns stated we will not consider annual asks. Nancy Sill added that a list to the deans with comprehensive re-ranked items with one time funding would be helpful.

Jill Stearns stated with the sheer volume of requests, this money is not going to make a big dent. However, it may make a big difference in some areas since there are not a lot of small grants such as $5,000 - $15,000 out there.

Jill Stearns stated we will not be ranking, but figuring out how to allocate the money. There was discussion about the list being from program review in fall of 2011 and the ask could continue to be the same.

John Zamora discussed closing the loop for the 2011 program review and document what’s already been funded and compare to what the deans ranked in 2012 then carry over the left over of 2011. Rosanne Faughn agreed with John Zamora’s suggestion.

**Second Principle Apportionment (P2)**

Michael passed out the Second Principle Apportionment (P₂) that was posted on 06/24/2013. He walked through the elements contributing to the funding of our district. He noted the shortfall is attributed to revenues the state assumed would be directed to community colleges from the wind-down of redevelopment agencies (RDA). The state failed to meet its obligation to “true up” community college revenues by June 30, 2012.

He states there was a $236,000,000 shortfall system wide, $3.5 million to our own district and it’s unknown what the outcome will be. He stated the Governor’s Office, State Chancellor’s Office, and CBO’s are working on that through the State Department of Finance. Some resolution is expected soon and the future funding of the system will be made whole.

**Summer Meetings**

It was agreed upon that the next two meetings will be on Tuesday, August 6, 2013 and Tuesday, August 20, 2013.
ANNOUNCEMENTS

Future Agenda

1. Allocation/distribution of funds

ADJOURNMENT
Resource Allocation Council

AGENDA
August 8, 2013
8:00 – 9:30 am

LOCATION: Student Services 203

1. Review of Agenda

2. Review and Approval of Minutes

3. Allocation and Distribution of Funds

4. Adjournment

Next meeting August 20, 2013 8:00 AM
# Modesto Junior College
Resource Allocation Council
Meeting Minutes
August 8, 2013

<table>
<thead>
<tr>
<th>Committee Member</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jill Stearns</td>
<td>Chair, President</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Jenni Abbott</td>
<td>Grant Director</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Kevin Alavezos</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Patrick Bettencourt</td>
<td>Dean Rep</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Debi Bolter</td>
<td>YFA Budget Analyst - Substitute</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Andrew Campbell</td>
<td>Student Senate</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Iris Carroll</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Paul Cripe</td>
<td>Academic Senate appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Rosanne Faughn</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Cece Hudelson-Putnam</td>
<td>Dean Rep</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Susan Kincade</td>
<td>Vice President of Instruction</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Lenicia Lopez</td>
<td>Student Senate</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Nancy Sill</td>
<td>YFA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Brenda Thames</td>
<td>Vice President of Student Services</td>
<td>¬</td>
<td>√</td>
</tr>
<tr>
<td>Marla Uliana</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>Joan VanKuren</td>
<td>CSEA appointee</td>
<td>√</td>
<td></td>
</tr>
<tr>
<td>John Zamora</td>
<td>Academic Senate Appointee</td>
<td>¬</td>
<td>√</td>
</tr>
</tbody>
</table>

**Vacant position**

<table>
<thead>
<tr>
<th>Classified Staff Advisory Council</th>
</tr>
</thead>
<tbody>
<tr>
<td>YFA Budget Analyst</td>
</tr>
</tbody>
</table>

**Guest**

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heather Townsend</td>
</tr>
</tbody>
</table>
Business

1. Review of Agenda

Jill Stearns reviewed the agenda with members.

2. Review and Approval of Minutes

Minutes were reviewed and approved. Debi Bolter moved to approve the minutes and Nancy Sill seconded that motion.

3. Allocation and Distribution of Funds

At the opening of the meeting there was a concern that the council was not heading in a direction that would allow them to make a decision with no guidelines for what the priorities were. There was a question of “what our jobs are” since the list had already been ranked by three other councils. Jill noted that the entire list of items are number one priorities of different divisions/departments with a total ask of $11 million. Jill suggested looking at determining what the priority is, the best use of that, how do we want to make our impact? Do we want to hit as many items as possible or prioritize the funding to go to areas that will only receive funding from this money. Jill suggested priorities needed to be set as we have no guidelines with this unrestricted money.

There was discussion with several ways to prioritize. Suggestions and comments included:

- going through the list to try to fund as many programs as possible with the first wave of review
- look at mandated items only but to lump together mission critical to be a more fair way to go about it
- there would be a bias to look only at mandated items because they tend to be more science related with Lit/Lang and Social Science having no other resources
- to be able to see SLO’s to come as close to we can to the classroom
- members/deans didn’t put some items on the list because they assumed mandated items would be funded elsewhere
- some items can be looked at to be funded by STEM grants
- disperse half of the funds for big ticket items and the other half on items that may not have a chance to get funded without this funding

Jill reminded the group that program review process connects to the SLO requests. She summarized that what she was hearing from the group was a recommendation to look at departments that don’t have other funding sources and go from there.
All items from the divisions/departments were reviewed and discussed.

- There was discussion regarding several areas including North Hall allowing others to come in and utilize the facilities.
- CeCe mentioned there’s been no funding for media in approximately 10 years which would make the digital resources and maps request very useful and still stay in the mission critical level. Iris added that areas should come through the library for media but Cece stated that video then gets repeated in different classes and that each division should have their own collection. Items 263 and 249 for Special Programs were discussed and are being made whole with restoration funds.
- Kevin asked if we should be looking at 2012 Program Review requests and Jill reminded that the council agreed to fund through this request from 2011 Program Review.
- The list was reviewed again for items that may have been skipped for possible “other funding”.

Additional items were added to the funding list, then the group agreed to use the remaining funds to fund classroom modernization, upgrades and equipment concentrating on Arts, Humanities & Communications along with Science, Math & Engineering. This allotment of funds would stay within the theme of requests for improved instructional technology.

It was mentioned that we may want to revisit the areas of AGENS and TECHED to make sure they were given a fair look at. It was proposed to fund #157 and #412 for AGENS and fund either #258 or #261 in TECHED. Jill will speak to Pedro so he can make a choice based on his priority need.

The following is the final list of items that were decided upon to be funded:

<table>
<thead>
<tr>
<th>Data Base ID #</th>
<th>Division/Department</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>157</td>
<td>AGENS</td>
<td>$1,000</td>
</tr>
<tr>
<td>412</td>
<td>AGENS</td>
<td>4,000</td>
</tr>
<tr>
<td>366</td>
<td>AHC</td>
<td>20,000</td>
</tr>
<tr>
<td>360</td>
<td>AHC</td>
<td>27,000</td>
</tr>
<tr>
<td>142</td>
<td>BBSS</td>
<td>1,000</td>
</tr>
<tr>
<td>209</td>
<td>BBSS</td>
<td>3,800</td>
</tr>
<tr>
<td>650</td>
<td>BBSS</td>
<td>1,000</td>
</tr>
<tr>
<td>751</td>
<td>BBSS</td>
<td>3,000</td>
</tr>
<tr>
<td>345</td>
<td>PRHE</td>
<td>3,000</td>
</tr>
<tr>
<td>256</td>
<td>SME</td>
<td>30,000</td>
</tr>
<tr>
<td>258 or 261</td>
<td>TECHED</td>
<td>5,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$98,800</strong></td>
</tr>
</tbody>
</table>

The remaining $51,200 not allocated above will be the remaining amount used for classroom modernization, upgrades and equipment.
Jill will meet with Rosanne on what the process will be to enact the transfers and close the communication loop on Program Review showing what items were funded. An email will be composed to the division deans advising what was funded. Jill advised that Jeff Swank and the deans have a prioritized list of classrooms that will benefit from this funding.

Next Meeting

It was agreed upon that the previously announced meeting date of August 20, 2013 will be cancelled and a new meeting date will be set after the fall semester commences.

Future Agenda

1. Meeting schedule

ADJOURNMENT