

Modesto Junior College
Planning & Budget Committee
Meeting Minutes
March 30 & April 6, 2012

Present:

Mary Retterer, Co-Chair, MJC President (non-voting)
Adrienne Peek, Co-Chair, Academic Senate President (non-voting) (4/6/12 only)
Jenni Abbott, Director Grants & Resource Development
Kevin Alavezos, Academic Senate appointee
Iris Carroll, Learning Resources Liaison, Academic Senate appointee
Jane Chawinga, YCCD Internal Auditor and Budget Analyst (ex-officio)
Paul Cripe, Academic Senate appointee
Rosanne Faughn, CSEA appointee
Jim Fay, Vice President of Instruction (4/6/12 only)
Michael Guerra, Vice President of College Administrative Services
Rose LaMont, YFA Budget Analyst
Maurice McKinnon, Instructional Dean
Martha Robles, Student Services Administrator
Nancy Sill, YFA appointee
Brenda Thames, Vice President of Student Services (4/6/12 only)
Joan Van Kuren, CSEA appointee

Absent:

Robin Jones, ASMJC Student Rep

Vacant:

Faculty Career Technical Education Liaison, Academic Senate appointee
Technology/Distance Education Liaison, Academic Senate appointee

Guests:

Mark Anglin	Burt Shook (3/30/12 only)
Flerida Aries	Michael Sundquist
Francisco Banuelos	John Williams
Sharin Barnes (3/30/12 only)	John Zamora
Patrick Bettencourt	
George Boodrookas (3/30/12 only)	
Becky Crow (3/30/12 only)	
Lorena Dorn	
Bill Kaiser	
Pedro Mendez	
Brian Sanders	

1. Review of Minutes

2. Review of Agenda

Michael Guerra reviewed the structure of the meeting with members. He thanked everyone for their collective effort which he added was no easy task. The first part of the meeting started with the deans reviewing their operating budget analysis and the second part was reviewing the analysis of the PT/OL budget. Individual unit budgets with the four tier rubric (1. Mandate, 2. Mission Critical, 3. Essential, 4. Desired) information was brought up on screen to serve as a visual.

3. Preliminary Budget Review (Deans in attendance)

Operating Budget

Michael Guerra reported that he will be moving some of the items that go in and out of the president's budget to the proper cost center. Mary Retterer stated that some of the president's budget has been reduced. There are a lot of fees to the college like accreditation, for \$20,000+ for example, that comes out of the president's account and is not an option to pay.

Michael Guerra said that he would like to reduce travel from east to west campus. This cost happens with people walking things over to the district. The college is only going to do mail four days a week. This would involve all areas planning better in order to reduce cost and using the inter-campus routing envelopes.

The EMS scheduling software is an ongoing cost because everyone is scheduling for their classes. Duplicating would be consolidated by locating to west campus only.

The research budget has been eliminated for the area which would save \$15,000. The PIO office is reduced by \$2,000. There will be some expenses to that budget such as commencement and building openings.

Michael Guerra reminded members that Campus Safety came into MJC. Becky Crow informed members that Campus Safety is a 24 hour, 7 day week operation. Last year all overtime pay was cut out and they tried to go to compensatory time off. Campus Safety is constantly working short now. There are a number of mandated items Campus Safety has to support. Fire monitoring is \$24,000 a year for example. Michael added that Campus Safety is a clean operation and we will get it through. He added that a proposal is being developed to increase parking revenue and he will be addressing that with a district parking proposal. About \$250,000 more is needed in parking revenue.

Michael Guerra reported that he and Dr. Fay went through the Instruction area budget and identified some areas for a total reduction of \$86,000 in that area.

Michael Guerra stated that most of the Fire Safety budget is for contracted services and therefore there is not a whole lot that can be done in that area. He added that from an

operating perspective, once you take \$47,000 out it is pretty lean. He felt that some of the contracted people can probably be switched over to Community Ed.

Mark Anglin referred to Agriculture & Environmental Science's on screen budget stating that he is requesting \$65,832 this year and it shows at \$98,000 indicating some discrepancies in this budget. There is some one-time funding that will automatically come off and be unavailable. The mileage rate is larger than in the past and looks inflated but it is really not. It is actually reducing by 20% of the actual four year travel expense in this area. The actual reduction is 15% from this year.

Michael Sundquist referred to the Arts operating budget 11-12 reduction. Mostly, operating costs are devoted to repair of equipment, cleaning of piano, and replacements. He met with all the area's faculty and has come up with sections to be reduced. Some reductions affect the ability to offer speech classes and serve the entire campus in many areas.

John Williams read an overview of the Business, Behavioral & Social Science area. He stated that the cuts are scattered through the budget and he read the justification. He added that Michael Guerra has the specific cuts.

Brian Sanders reported for Science, Math & Engineering that there has been summer, fall and spring class reductions and others which has been small. There is a line item in the budget for breakage for items that break. It is very expensive to purchase equipment and the science building is coming on line. Everything else is trimmed back in the budget. He cautioned that the college just barely made their target this year. Brian admonished that if we just continue to slash our classes we will not make our base. He explained that you save \$3,000 in PT/OL but you don't get \$9,000 in apportionment.

Patrick Bettencourt referred to the library budget on screen adding that the numbers are for one library facility next year and we have two. He clarified that part of the reason we can limit our collection is that they will be housed in swing space in a similar facility. Adjunct faculty are currently being employed in the library.

Patrick Bettencourt reported that in Lit & Lang they use student workers mostly in the ESL. Faculty have made a commitment to be more economic and green. He highlighted the budget on screen.

Bill Kaiser reported that the Physical, Recreation and Health Education division is very underfunded. There are about 33 adjunct and 15 coaches for the 21 teams. The division raises \$100,000 to \$150,000 a year. After looking at it very carefully with the group, they gave up about 3% of their budget. They gave up the sports banquet for example. There is about \$8,000 going to raise that money. Health Ed sections of 260 are now down to 180 and more will be given up. Cost savings of \$55,138 are in PT/OL. Bill added that the division met 3 times and this is the best they could come up with.

Maurice McKinnon stated that they were not able to cut very much out of Allied Health. She gave the example of travel back and forth by teachers to clinical and some don't even claim mileage. Basically, they are having their nursing enrollment granted from the state and consortium has helped with our cost. She hopes that we will continue to be funded by outside sources. Maurice commented that Allied Health needs more money than what they actually got for this year.

Maurice McKinnon reported being able to take almost \$8,000 out of operational cost for Family & Consumer Science. The division was met hard with cuts last year so the college has taken quite a lot already.

Pedro Mendez said that for Tech Ed, one time money was not considered because it was not part of our annual budget. There was not a lot that could be done in operational but they did reduce \$1,850. Reduction had to be done in PT/OL. He is trying to consolidate all expenses for both Tech Ed and the Workforce Training Center.

George Boodrookas informed members that he will talk off line to Michael Guerra regarding Economic Development.

Michael Guerra stated that we are going to try and centralize more of the college costs. For example, printer costs, duplicating costs, and replacement items. He will be working with John Kane, Purchasing director.

Brian Sanders suggested that it needs to be known which departments are generating high costs.

Martha Robles stated that Admissions & Records was cut last time with all the budget cuts.

Lorena Dorn said that she had to ask for money last year for Counseling because the budget was zeroed out at the beginning. Title V regulations have to be met. There are 17 full time faculty and some have reassignment and instruction. Counselors also provide online counseling and teach guidance and study skills. Counseling needs to have funding for June, July and August as that is when students are enrolling. Last summer advising was combined serving ten students at once.

Francisco Banuelos reported that the district and college has been subsidizing disabilities under Special Programs. \$80,000 was saved from the transfer. Disabilities is the department that centralizes all of the services that the college has to have for everything for students with disabilities. There will only be an administrative secretary at 75% for next year which will save \$40,000 alone. The college has to keep compliant to accessibility. Fund transfers were received from Fund 11.

PT/OL

Pedro Mendez said that at \$49,000 in Fire Science and Tech Ed, they are reducing their PT/OL by \$42,000 and the rest in the form of general fund reductions. They are going from 110 sections per semester to 54 sections this semester. They are doing staffing lectures where you lecture one time for several sections in an attempt to try and become more efficient. Reduction has taken place in electronics and industrial technology. In some cases, they let go of mission critical items. Some classes have been fixed. What they are actually spending has been calculated this year and they reduced from that.

Brian Sanders reiterated that we can't cut classes and make our target. He asked how can we cut and not affect our target? The small classes are the only kind we can cut and make our FTES target otherwise you are cutting your base. We have been making cuts increasing efficiency for the last several years and the classes are already overenrolled.

Mary Retterer interjected that now is the time to begin looking seriously at program viability because we are now faced with even bigger cuts. She admonished members that it is time to start the conversation.

John Williams added looking at high cost in our enrollment, i.e., classes that are very expensive and low enrollment. When the cuts come through and money isn't there, you cannot spend it.

John Zamora added that we are at a point where we are at bare bones. We were willing to make the good faith effort and will do it again if necessary. Other divisions have increased and that loses the good will efforts. We have to maintain that if we make those cuts. They have to be followed through with everyone making cuts.

Pedro Mendez added that the reality is how we spend our money is who we are. He referenced his area's being \$49,000 down at this point.

Michael Sundquist said that the Arts, Humanities & Communications division is looking at not having music appreciation classes and taking music off line for the summer. He has stacked classes for years in the art studio. Small classes are not offered every semester and instead over a two year period. They are examining external funding sources for applied music. Every area in the division has contributed to these savings in PT/OL which he highlighted on screen. He will have to know where they are in terms of reducing classes and looking at everything and balance. He just needs to know what their numbers are to do their final planning.

Brian Sanders stated that he is still interpreting data for Science, Math & Engineering. If we are going to have summer, they are requesting the mission critical part. Nursing and math and summer field studies will be done in summer. Mission critical is what SME would need to function.

Mark Anglin stated that he supplied information for Ag faculty all the way out to affect cost. He gave a separate history of four years of data to look at in making a decision, requirement for degrees and number of sections. Mark did not cut by percentage adding that they are right at 100 now and in low 70's over the last several years. He is actually asking for a little more this fall because they have classes that don't meet every year. They will be dropping down for the spring.

Patrick Bettencourt reported that all of Literature & Language Art's cuts are spread over fall and spring and constitute about 17 sections for about \$162,000. Summer remains the same. Cuts represent ESL, reading and English.

Bill Kaiser said he is looking at fall 2011-2012 and taking out the \$55,000, referring to his historical handout.

Mary Retterer thanked everyone for their participation. She felt everyone did some great work. The meeting will continue next week where hopefully the latest numbers will be available.

Continuation of the March 30th meeting on April 6, 2012

5. Budget

Michael Guerra informed members that \$6,750,000 is the target for PT/OL so we can generate the required FTES. Michael noted that \$750,000 was reduced in last year's cuts but never implemented. The College Administrative Services office began making the budget sweeps yesterday. Michael would like to capture about 75% of this money for contingency. He is asking the deans to unencumber where possible and really contain expenses. Media Services advised Michael that \$227,000 is still owed on the Dell lease that has to be paid. Athletic faculty stipends need to be added back in at \$70,000.

Michael Guerra is going to suggest meeting as a group on a quantity basis to flush out the budget. He needs to hear from the deans of faculty who are on sabbatical, for instance, in order to formulate that cost. He also needs to convey the message of the importance of locking classrooms each time a class ends to protect our assets. The college cannot afford any more losses. Michael assured participants that the college will be okay for 2012-13 with the sweeps we have made. He cautioned, however, that the college needs to be prepared for the November outcome by October. By January, YFA has to know what programs are identified for the March 15th deadline.

Michael has sent out a request to meet with each dean to get to final numbers. Once this is completed, he will send this information out. This final information will indicate the college's need. He needs to get information from the deans to populate the budget and assimilate the budget information into one large document. He added that budget work will continue throughout the summer.

Mary Retterer added that this groundwork should start in the fall and needs to be final in September.

Michael Guerra clarified that what he is looking for is mandated, i.e., what is necessary. Unspent money still needs to be swept and negotiations are still taking place and therefore, concessions are unknown at this time. Michael warned that the numbers could change.

Jenni Abbott suggested that a narrative be done. Iris Carroll responded asking if PBC could request a narrative. Michael Guerra stated that he would like the information posted on one site. The work has been done.

Action

Jenni Abbott moved that some overall narrative about the budget that includes what the divisions are cutting and what priorities are so we can have something as a committee to make a decision on. John Zamora seconded

Motion passed with aye vote.

Michael Guerra moved that Senate Resolution SP11-D be enacted and acted upon. This resolution directed the Planning & Budget Committee to initiate the Program Viability Assessment procedure for all programs in order to collect accurate data on all existing programs. Paul Cripe seconded.

Jenni Abbott stated that we need to see this in a very similar format from everyone. Jim Fay added that data could be collected centrally. He will work with Brian Sanders to get standard on that.

Motion passed by aye vote.

Kevin Alavezos moved that the Planning & Budget Committee make a formal recommendation to College Council and the college president that a college-wide enrollment management committee be established. Rose LaMont seconded.

It was pointed out that there is a district enrollment management committee. Jim Fay commented that he thinks this should be rolled into the function of some other committee as there are too many committees.

Motion failed 5/6.

Jenni Abbott moved that the enrollment information come to this committee in lieu of having a separate enrollment management committee. Rose LaMont seconded.

Motion passed by aye vote.

ANNOUNCEMENTS

ADJOURNMENT