



**Modesto Junior College
Resource Allocation Committee
Meeting Minutes
September 21, 2012**

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

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

Business

1. Review of Minutes

Kevin Alavezos reported Nancy Sill's amendment regarding program review as follows: Nancy Sills recommended changing the program review format so that financial requests were categorized into three areas: Urgent requests, short term requests, and long-term requests.

There was not a quorum at this point in the meeting to vote.

2. Review of Agenda

Michael Guerra stated that rewriting the charge for the Resource Allocation Committee will be deferred per the request of President Stearns to be tabled to the next meeting.

3. Enrollment Update (standing item)

Michael Guerra informed members that the college is pretty much on target in terms of enrollment. There were 6,094.56 FTEs as of September 17th. Students are being added because of the wait list. There are over 1,033 FTEs from the summer. The MJC FTE target number is 13,852 for the academic year and the college is on track and looking good. Michael again expressed thanks to faculty for taking more students.

4. Rewrite Charge for Resource Allocation Committee (RAC)

This agenda item was tabled to the next meeting.

5. Timeline for RAC

Michael Guerra reminded members that there is a process in place and we have gone through the cycle of program review. Program Review was used when there was \$900,000 in one time funding monies. Michael brought copies of technology requests as an example of how we have used it. There were a lot of items to rank and the top 50 were ranked. One-time money and program review was used to address the needs of the college. Michael felt that this is a success we have demonstrated.

Paul Cripe added that he would like to know the specific rationale for taking a successful Technology Council and changing it and its function significantly.

Michael Guerra stated that it appears that we have consolidation on the document that was presented for target timeline dates. Kevin Alavezos observed that we also still use the existing timelines.

Michael Guerra stated that we need to be able to have a process and we are closing the cycle on program review. He reminded members that we already have a ranking and now we need to develop a process. There is not a lot of money to throw around considering the fiscal situation. We need to develop a process for when we have money and when we have to cut back. We need to develop those process and dates. There is a very short window for when the governor proposes a budget in January. The college receives an allocation from the district in February and the college has to develop a budget within 60 days to submit April 15th.

Michael informed members that costs and continued replacement of equipment costs are going up. Items purchased with Measure E and energy costs are going up so we have less money.

6. Goals for Financial Stewardship for the College

Michael Guerra stated that stewardship needs to be addressed for how are we going to manage the money. He stated that he thinks the district allocation model is going to be revisited. There are some other models out there with some being on a charge back method. He does not know when the model is scheduled to be looked at.

Paul Cripe said that he would like to know what savings would be used for by the district. Try to do bullets for stewardship and begin to establish some of these dates and identify what our stewardship is. What plans we have for growth and what plans we have for reduction needs to be determined.

Kevin Alavezos pointed out that we will have to tie our Resource Allocation Committee to the mission statement.

Paul Cripe asked do we rehire what is lost or what is needed? We have never addressed that issue in terms of faculty hiring. Also, we have never gone out and determined what the college as a whole thinks about that issue.

Kevin Alavezos said that we need to look at how you will benefit or not when you hire a faculty member.

Paul Cripe suggested that we need to figure out where we are philosophically.

Kevin Alavezos said that whether or not you have an efficient hire or not has to be part of the conversation.

Paul Cripe felt that the phrase *program viability* should be changed to *program productivity*. Program productivity is what we should call it when we are trying to trim things. We shouldn't be hiring randomly or automatically in any area. The decision regarding hiring needs thoughtful conversation using sound judgment.

Jenni Abbott suggested asking a question to the college through a survey because the college has not determined whether our priorities are rehiring, reducing, or growth.

Michael Guerra asked if he should bring back the list of suggestions for reduction that was surveyed in 2009. He will provide this document to members.

Kevin Alavezos stressed that when someone retires or separates that money needs to be looked at.

Paul Cripe has observed that it has been the general attitude that if a teacher retires you don't necessarily replace, and when you hire in another area, you haven't saved. Paul would like to take a break when someone retires and really think about saving that money. He would also like to do everything possible without cutting people.

Jenni Abbott added that there are opportunities when you have a grant of funding current personnel through the grant.

Michael Guerra stated that he would like to see some ideas on the timeline and stewardship so we can begin a document.

Kevin Alavezos suggested drafting something to College Council informing them of how we feel. Iris Carroll felt that you need to have more of a campus community involvement and she would like feedback.

Jenni Abbott would like to know what the college philosophy is. Kevin Alavezos stated that it can be tied right back to the mission.

Michael Guerra explained that RAC would recommend a statement to College Council. At the next meeting Principles to Guide Resources for Financial Stewardship for the College will be on the agenda.

Jenni Abbott felt that when resources become available through attrition the money should go back to the college to prioritize and not automatically stay in the division. She added that maybe we should get to the point where we say what our target is for personnel in our guiding principles.

Michael Guerra suggested improving understanding and communication in regard to planning and allocation. A process needs to be developed to address both growth and reduction.

Iris Carroll clarified that we are looking for principles that will guide us in doing our charge. She asked, as a college community what do we value and where do we put our money? She wants to be able to look at a guiding principle our college community agrees on, looking for broad overall principles.

Paul Cripe felt that Michael Guerra's "necessary" word is a pretty good yardstick in a time of reduction. Jenni Abbott suggested a way to phrase the question is, *in an environment of reduction is it necessary?* Iris Carroll responded with principles regarding growth, maybe we don't use *necessary*.

Jenni Abbott thinks it is in the mission statement where it addresses innovation. In an environment of reduction we will ask if it is necessary and in an environment of growth we will ask if it is based on scholarship of teaching and learning.

Iris Carroll wished to add *value to the community* as a guiding principle.

Paul Cripe reiterated that he would like to see some portion of money saved during growth and he doesn't think we should just spend. He added that he is still concerned about what happens to the savings when the district takes it. He would like to know the plan for using savings and would like to see saving encouraged.

Michael Guerra informed members that by December we would know what the next year will be for budget. He read from San Francisco College's financial plan document. Jenni Abbott liked the following bullet from the document: *Before adding any new discretionary costs to the budget, identify a reasonable level of resources to commit to capital outlay from the operating budget, beginning in fiscal year 2013-14.*

The guiding principles should be in place by the end of October. A draft of guiding principles will be sent to the committee before the next meeting for a point of beginning discussion.

Rough draft of Guiding Principles discussion:

In order to ensure responsible stewardship, the following guiding principles will shape resource management recommendations:

- We value saving.
- A priority is to increase the margin of the operational budget
- When resources are available in an environment of reduction, we will ask? "Is it necessary, and valued by the community?"

- In an environment of growth, we will ask: “Is it valued by the community, and based on the scholarship of teaching and learning”.
(Note: the aim here was to be thoughtful and strategic while also encouraging innovation)

Future Agenda

1. Rewrite charge for RAC
2. Principles to Guide Resources for Financial Stewardship for the College
3. Budget reduction suggestion chart 2009 (previously emailed to members)

ANNOUNCEMENTS

ADJOURNMENT