

# memo

To: Executive Cabinet  
From: Sarah C. Schrader, Ed.D., VPCAS  
Date: February 3, 2021  
Re: CARES 4 Spending Plan

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On December 28<sup>th</sup>, 2020, the President signed the \$900 billion COVID-19 relief bill. The stimulus has allocated \$22.7 billion to the Higher Education Emergency Relief Fund of which California Community Colleges is to receive over \$1 billion in one-time resources. Unlike funding in the past, the college allocations are based on FTES and headcount.

On January 15<sup>th</sup>, 2021, the California Community College Chancellor's Office sent out a memo with the allocations for each college. Modesto Junior College is slated to receive \$20,615,809. Of this total, \$4,787,752 is to be allocated directly to students for emergency financial aid. This amount is the same amount of CARES I funding the college received for emergency student financial aid.

The college was given one calendar year from the date of award to complete the performance of the grant. The college will have 90 calendar days from the end of the grant to liquidate any encumbrances made during the year as part of the grant closeout procedures. No cost extensions (NCE) of up to 12 months will be available for the purpose of releasing additional obligated funds if necessary.

In consultation with the Cabinet members of Columbia College, Modesto Junior College's cabinet agrees to allocate funds to address the following areas:

- Investment in the following areas:
  - IT Infrastructure
  - Instructional Technology
  - Virtual Classrooms
- Cover shortfall in Bookstore
- Cover shortfall in Food Services
- Cover shortfall in the Parking Fund with the caveat that students will not have to pay for parking during the Fall 2021 term

MJC Cabinet has identified the following areas that also need to be addressed with the funding:

- Facilities Infrastructure

- Technology for Students
- Continued Computer Replacement
- Electronic Marketing Billboard
- Campus-wide strategic marketing plan
- Athletics Return to Campus

MJC's Deans Cabinet came up with the following suggestions:

- Cover Great Valley Museum shortfall
- Cover Nursery shortfall
- Cover Child Development Program shortfall
- Update college marquee and potentially add a marquee to West campus

District Administrative Committee came up with the following suggestions:

- Cover cost of additional labs and smaller class sizes
- Replacement of fleet in transportation and upgrade to electrical vehicles

Given all of the recommendations above, I would move forward with all items except the marquee and fleet replacement. The CARES funds are to be used to address areas that were impacted by the pandemic. The marquee is a place that we post messages for individuals that might drive by the campus. Given that we do not have a higher population of individuals on campus, I would lean towards the electronic billboard that can be seen from the freeway so that we can reach more individuals. Once we have the marketing strategy in place, we can put our promotional advertisements on the billboard rather than the marquee. In regards to the request from Central Services to replace the transportation fleet, it is difficult to connect the dots from the fleet to the pandemic. If departments are going to be returning to campus and need to take vehicles, we can utilize the CARES funding to cover the cost of the rentals.

Central Services is allowed to charge up to 10% indirect cost rate on the institutional portion of the funds. If they choose to do so, I would recommend that we reduce the individual allocations to facilities infrastructure, IT infrastructure, and the Parking Fund by the amount of the indirect that is charged to the funding.

The Online Education Group did request that if we are replacing and/or upgrading instructional technology, that we try to utilize the same technology across the college. This will allow for faculty and staff to move freely from one room to the next knowing they can operate the equipment. This may result in us having to create a focus group of faculty, staff and representation from IT to navigate this. We will need to get this group in place as soon as possible so that we can continue to move forward with spending the funds.

Thank you.