

**Modesto Junior College  
Resource Allocation Council  
January 17, 2020**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
<b>Sarah Schrader</b> , Interim Vice President of College & Administrative Services	Chair	√	
<b>Jenni Abbott</b> , Dean, Institutional Effectiveness	Dean, Institutional Effectiveness		√
<b>Kevin Alavezos</b> , Professor, Office Administration	Academic Senate Appointee	√	
<b>Flerida Arias</b> , Interim Vice President of Student Services	Vice President of Student Services		√
<b>Patrick Bettencourt</b> , Dean	Dean Rep	√	
<b>Raymond Gonzales</b> , Student	ASMJC Student Senate		√
<b>Maria Hernandez</b> , Student	ASMJC Student Senate		√
<b>James Houpis</b> , President	President		√
<b>Cece Hudelson</b> , Professor, Geography	Academic Senate Appointee		√
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<b>Michael Leamy</b> , Academic Senate Appointee	Academic Senate Appointee		√
<b>Donna Louie</b> , YFA	YFA Rep	√	
<b>Mike Morales</b> , Professor, Ag & Environmental Science	YFA Rep	√	
<b>Parul Parikh</b> , Accounting Analyst	CSEA Appointee		√
<b>Elaine Schuber</b> , Administrative Secretary	CSEA Appointee	√	
<b>Nancy Sill</b> , Dean	Dean Rep	√	
<b>Judy Wagner</b> , Administrative Secretary	Classified Staff Advisory Council		√
<b>Jennifer Zellet</b> , Vice President of Instruction	Vice President of Instruction	√	

<b>Vacant position</b>
Academic Senate Appointee

**I. Call to Order**

Jennifer Zellet chaired the meeting and called it to order at 10:09am. Sarah Schrader joined the meeting via Zoom.

**Action Items**

**II. Review and Approval of Minutes – 11/15/19 and 12/06/19**

**Action Item:**

The meeting membership did not have a quorum. Approval of the minutes for 11/15/2019, 12/06/2019 and 01/17/2020 will be brought back to our next meeting.

**Informational Items**

**III. DFAC Report Out/Update**

Jennifer stated it was before the holiday break that we had the last DFAC report out and update. The new items are up and posted on the DFAC website. Members are encouraged to review these items. We need to keep track of these documents as they are posted. Some documents that are posted have not been finalized. We need to make sure we are adequately representing our constituency.

- The first document that was reviewed is titled, "[Institutional Costs](#)". In reviewing this document, the IT and Facilities TCO are included in institutional costs which means they would be funded before allocations for the three sites are calculated. If the TCOs are not included in Institutional Costs, there would be an open dialogue regarding the level of funding for these line items each year. It is not a question of do we fund the TCO's but rather how does this portion of the budget live within the RAM.  
Jennifer reviewed the budgets and actuals of the document and indicated there is still discussions going on about how different increases on the document are determined.
- Sarah referred to the second document titled, "[YCCD Expenditure History by Object Code](#)" showing there is a historical trend for increases to insurance, audit fees, legal fees and utilities which dictates the increase. No specific rhyme or reason for some of the percentages.  
There was an inquiry asking if the 4-day work week during the summer saves money. Sarah advised there is an annual analysis done by Judy Lanchester each year which is requested by the Board. It is proven that we save approximately \$300,000 annually. There is a push to increase that savings if we are able to schedule our summer classes by taking entire buildings or quadrants of building off-line which will generate additional savings beyond the \$300,000. The VPs and Facilities met and will be doing a comprehensive look at facilities usage overall and change the way we use our space which will allow us to be eligible for state dollars. With a strategic plan that is being built, we will begin to see alterations on how we occupy buildings during the summer may be as soon as this coming summer to maximize efficiencies.
- The next document reviewed in detail is titled, "[Resource Allocation Model for 20/21](#)". The document was reviewed in detail. There was discussion regarding what a one-time allocation is. The allocation splits were reviewed for Columbia, MJC, Central Services and Institutional costs.  
In the conversation, the Council stated they would advocate for growth money to go back to the college that earns it.
- Kevin and Patrick suggested that Jennifer and Sarah present the RAM to Academic Senate and YFA so it is more easily understood by these groups. Sarah also suggested reaching out to LTAC and CSEA as well.
- Kevin inquired as to if he thought Sarah felt the RAM thus far was reasonable. She advised that she did think that the RAM was reasonable but believes the institutional costs need to be evaluated especially with the TCOs included.
- Kevin's other point was there is no real incentive to save on utilities which is the largest portion of institutional costs. The incentive for saving on utilities is that less money will have to come "off the top" which should allow for more money to be allocated to the sites.  
Jennifer advised that the Vice Presidents are meeting with Judy Lanchester and Yolanda Perregil from Facilities to discuss building and utility utilization and taking a proactive approach to generate efficiencies and savings.

#### IV. 2020-2021 Governor's Budget

Jennifer Zellet advised that we would provide a [link](#) to the Governor's Budget summary provided at the Governor's Proposed Budget Workshop.

The highlights prepared by Sarah that were reviewed in today's meeting can be found [here](#).

**Other:**

Patrick Bettencourt is RAC's representative on the Engaging All Voice workgroup and gave a report out. There has been one brainstorming meeting. It was found that the with all councils represented, we have a lot of overlap. There is another council that has resource allocation in their charge. A lot of ideas were thrown out. One idea was to have a strong College Council in the middle (wheel metaphor) that would review ideas and then go to a workgroup. The workgroup would then bring the completed work back to College Council.

The next meeting has not been scheduled yet but they will be looking at all of the charges and find where there is overlap. Patrick welcomed any ideas from RAC. No feedback at this time.

**IV. Check-Out**

- Institutional Costs document, YCCD Expenditure History by Object Code document and the RAM for 20/21 document were all reviewed and discussed.
- Sarah and Jennifer will do a presentation on the RAM for the different constituent groups such as Academic Senate, YFA, CSEA and LTAC.
- The 20/21 Governor's Budget was reviewed and discussed.
- The next DFAC meeting is Thursday, January 23.
- Jennifer thanked all the constituent groups for all of their hard work and collaboration.

Meeting adjourned at 11:59a.m.

**Next meeting:** February 7, 2020, 10:00am – 12:00pm, Morris Bldg., Conference Room A.