

**Modesto Junior College
Resource Allocation Council
February 7, 2020**

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

Vacant position
Academic Senate Appointee

I. Call to Order

Sarah Schrader called the meeting to order at 10:06am.

Action Items

II. Review and Approval of Minutes – 11/15/2019, 12/06/2019, and 01/17/2020

Prior to approving the minutes, Mike Morales inquired about FTES per class/cost from a prior meeting. Jennifer Zellet briefly explained the process but Jennifer and Sarah suggested that we bring back “Enrollment Management” as an agenda item. Nancy Sill also suggested that we create a one-page sheet that includes an index, formulas, definitions and a glossary.

Action Item:

Patrick Bettencourt made a motion to approve the minutes from 11/15/2019. Donna Louie seconded the motion. Nancy Sill and Jair Pineda abstained. Motion passed.
Patrick Bettencourt made a motion to approve the minutes from 12/06/2019. Jennifer Zellet seconded the motion. Jenni Abbott, Donna Louie, Mike Morales, Judy Wagner, Elaine Schuber and Jair Pineda abstained. Motion passed.
Patrick Bettencourt made a motion to approve the minutes from 01/17/2020.

Jennifer Zellet seconded the motion.
Jair Pineda, Judy Wagner, Michael Leamy, Jenni Abbott and Florida Arias abstained.
Motion passed.

III. RAM Review and Approval

Action Item:

Jennifer Zellet made a motion to discuss and review the RAM.
Patrick Bettencourt seconded the motion.
Motion passed.

We reviewed parts of the RAM in hopes of getting parts of it approved. The first item reviewed was the "Values". Sarah advised there were not a lot of changes to the RAM's values but more of a clean-up. The last DFAC meeting did not talk extensively about the RAM but tying resources to FTES generation is now included in the model. It has been agreed to, for at least one year, that savings generated by the sites. We will go back and revisit this to see if a fund balance and reserve that is adequate to sustain the entire district in times of shortfalls.

Elaine inquired regarding a transportation issue stating that she heard that the Vice Chancellor of Fiscal Services wants to get rid of the buses. Sarah advised that is a rumor. An analysis was completed to determine the cost effectiveness of having a transportation department versus outsourcing transportation needs. Sarah advised that as far as she knows, there has been no directive on getting rid of the transportation department. Elaine advised this has been a big topic with CSEA and would like this topic recorded in today's minutes.

Sarah clarified that the RAM will not be put into place for the 20-21 fiscal year as budget development starts next month. The RAM that is currently being developed will be put into place for the 21-22 fiscal year. This will allow us more time to look at historical trends and look at items that are currently "parked" such as the IT and Facilities TCOs.

Action Item:

Jenni Abbott made a motion to recommend the RAM values to College Council for review and approval.
Florida Arias seconded the motion.
Motion passed.

The next document reviewed was the "Institutional Costs". Sarah mentioned the IT and Facilities TCOs were removed from the list and parked for two reasons; consensus could not be reached with the costs being taken off the top and if the Board moves forward with the bond, that will cover the costs.

Jenni expressed a concern stating although the bond may pass and come into play, there are still ongoing costs with both TCOs that are not included in the bond which includes computer replacement. Sarah explained that computer replacement is not part of the bond but the IT infrastructure is included. The responsibility of computer replacement is a different conversation that we are also having.

Action Item:

Nancy Sill made a motion to recommend the Institutional Costs to College Council for review and approval.

Florida Arias seconded the motion.

Jenni Abbott abstained.

Motion passed.

The last document reviewed was the actual [“RAM”](#). The procedures of the RAM will be covered at the next DFAC meeting. In reviewing the idea of the model, there has been some slight changes. Sarah reviewed and discussed each item in detail. She did advise that the District is considering allocating the needed \$3.5 million on an ongoing annual basis with new ongoing revenue.

Jenni mentioned a concern regarding the plan on funding the TCOs which is an accreditation recommendation.

There was a change to the RAM, item 5, “International” Student Tuition is being changed to “Non-Resident”.

There was extensive discussion regarding item 7a and 7b regarding agreed upon ongoing items and agreed upon one-time items. There were different ideas about TCOs falling under “one-time” items although they will need to be funded annually. Sarah explained if all of the items under 7a and 7b were all under one-time items, it forces a conversation to be able to discuss and reduce different items as needed depending on our funding that particular year. Sarah also recommended that item 6, “Add compensation costs” should read as “Add personnel costs”.

After much discussion, Nancy suggested that all items under number 7 should read as “Annual agreed upon allocations”.

Action Item:

Nancy Sill made a motion to take the proposed changes that were discussed on the RAM to the next DFAC meeting.

Florida Arias seconded the motion.

Jenni Abbott voted no.

Motion passed.

Informational Items

IV. Computer Prioritization Replacement & Funding

We are working on a computer prioritization replacement and funding. We have approximately 1,040 computers on windows 7 that are considered a security risk. We are working to find funding sources to cover these replacements. It is not guaranteed that they will all be replaced this year but we are trying.

CTC did recommend a prioritization of computers on Windows7 starting with faculty, classified, labs, library computers, SME and other computer labs.

With the life expectancy changing, some items we considered equipment can be considered supplies which can be funded with Lottery dollars.

We are also partnering with community partners that rotate computers every 3 years. This will help us reduce costs for a year or so.

V. Check-Out

- Enrollment Management will be brought back as an agenda item.
- We reviewed the values, institutional costs and actual RAM document. Recommendations will be made to College Council and DFAC.
- Sarah gave a quick report out on the computer prioritization replacement.

Meeting adjourned at 12:03pm.

Next meeting: February 21, 2020, 10:00am – 12:00pm, Morris Bldg., Conference Room A.