

**Modesto Junior College
Resource Allocation Council
March 19, 2021**

Members	Representing	Present	Absent
Sarah Schrader , Vice President of College & Administrative Services	Chair	√	
Vacant	Dean, Planning, Research, Innovation & Institutional Effectiveness		√
Kevin Alavezos , Professor, Office Administration	Academic Senate Appointee	√	
Flerida Arias , Vice President of Student Services	Vice President of Student Services		√
Santanu Bandyopadhyay , Interim President	President	√	
Patrick Bettencourt , Dean	Dean Rep	√	
Iris Carroll , Librarian	Academic Senate Appointee	√	
Samantha Carvajal , Student	ASMJC Student Senate	√	
Ceca Hudelson , Professor, Geography	Academic Senate Appointee	√	
Lisa Husman , Executive Secretary	Recorder	√	
Donna Louie , Counselor, EOP&S	YFA Rep	√	
Mike Morales , Professor, Ag & Environmental Science	YFA Rep	√	
Parul Parikh , Accounting Analyst	CSEA Appointee	√	
Hannah Ransdell , Student	ASMJC Student Senate	√	
Elaine Schuber , Senior Administrative Secretary	CSEA Appointee	√	
Nancy Sill , Dean	Dean Rep	√	
Judy Wagner , Senior 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/Welcome

Sarah welcomed everyone and called the meeting to order at 10:00am. The meeting started with informational items since there was not a quorum at the start of the meeting.

Action Items:

II. Review and Approval of Minutes – 03/05/2021

Motion: Elaine Schuber made a motion to approve the minutes from 03/05/2021

**Seconded by: Cece Hudelson
10 ayes, 0 nays, 0 abstentions**

Motion passed.

Informational Items

III. Tentative Budget Assumptions

Sarah shared the Tentative Budget Assumptions that were shared at DFAC yesterday. Sarah explained the document in detail. She explained the revenues, expenditures and the inflationary costs for expenditures. She explained how the COLA, utilities and deficit factor tie into the conversation. Sarah advised the college is being conservative with the deficit factor. She explained the adjustments, shortfalls, Board mandated reserve and OPEB (other post-employment benefits)

transfer.

Sarah reiterated that the college does not have our tentative budget targets yet and are still finalizing the permanent positions from the general fund. Once that is complete, the targets will be created for the Colleges and the Central Service budget managers will use that to develop their tentative budget.

Once Sarah has the targets, she will bring them back to RAC for review.

IV. DFAC Update

There was a DFAC meeting yesterday. We reviewed the budget assumptions and the carry forward document.

As previously stated, the Fiscal Four were split on the decision to allow Central Services to keep 75% of all of their savings. Some felt that there needed to be an analysis of the budgets within the departments at Central Services.

It was agreed that language would be added to the meeting minutes of DFAC stating that during the 21-22 fiscal year, Central Services is going to evaluate and reallocate budget amongst its departments in order for Central Services to be able to keep their 75% savings.

There was also a paragraph regarding the triggers of being able to use the reserve. Language had not been added to that paragraph but examples of triggers will be reviewed and added to the document.

Sarah advised there has not been a lot of constituent feedback presented at DFAC but she is willing to take back anything RAC may have to DFAC.

Kevin suggested reviewing the entire District RAM and the carryover document in its entirety at the next DFAC meeting.

V. CARES, HEERF II and HEERF III Update

Sarah shared the "[Reconciliation of CARES 2, CARES 3, COVID Block Grant, Estimates for HEERF II, Estimated Allocation for HEERF III](#)" document. Sarah explained the document in detail and added that this information is only the institutional portion of our funding, not including the student portion. She reviewed the funding sources we have received, are in line to get and are anticipating getting. She gave an overview of expenditures to date and the dates for spending the remaining allocations.

The Council had a conversation regarding expenditures, costs, the 50% law and student disbursement of COVID funding.

Kevin inquired as to how students would qualify for HEERF III funding if their FAFSA application/results show they did not qualify when they applied. He stated a lot of students' financial statuses have changed depending on how they have been impacted by COVID.

Sarah shared the [HEERF III memo](#) which addresses this. HEERF III dollars are allowing students to appeal for more financial aid due to recent unemployment for the student, a family member or other special circumstances. Financial Aid has a subcommittee that they have established to address the process for which the student portion of the funding is disbursed. Sarah went on to explain the memo in detail stating that the HEERF III funds are being funded by the \$1.9 trillion American Rescue Plan which is resulting in the college receiving \$36 million, half of which will go toward student aid. The college will be able to provide funding regardless of the immigration status of the student. The college is able to develop their own system for determining how to allocate these funds and will have until September 2023 to spend the funds that are inline with the appropriate expenditure guidelines. She stated there will be additional conversations regarding spending processes.

Sarah stated that the [HEERF II](#) and [HEERF III memos](#) are on the RAC website so members can share them with their respective constituent groups. Sarah will be sharing the memos at College Council as an informational item.

VI. College RAM Update – Constituent Feedback

Sarah advised that Academic Senate approved the College RAM last night. She shared that all the references to RAC will be changed to RAF. In order to address resources/one-time allocations received after adhering to the allocation process, the following language was approved to be added: If the college receives significant resources subsequent to the approved allocations for a fiscal year, the RAM process will start at step 4.

Sarah asked for constituent feedback from the group so this may go to College Council. Elaine stated they would cover the document at the next CSEA meeting with Sarah. Donna stated YFA is in the process of reviewing the document. Sarah asked that all constituent groups provide feedback by our next RAC meeting as it needs to go to College Council on April 12.

VII. RAC/Facilities Council Subcommittee Merge Update – Constituent Feedback

Sarah asked if there was any feedback from constituent groups and requested that the groups come back with identified team members for the newly formed committee. She advised the master calendar is still being put together and should be done by the end of this month.

Iris advised that YFA stated the merge document looked good and identified two members, herself and Mike Morales.

VIII. Other

No other topics were discussed.

IX. Check-Out

Reviewed the Tentative Budget Assumptions.

Provided DFAC update.

The updated memos were reviewed and are posted on the RAC website.

Provided College RAM update.

Meeting adjourned at 11:01am.

Next meeting: April 2, 2021, 10:00am – 12:00pm, Online Zoom Meeting