

**Modesto Junior College
Resource Allocation Council
April 3, 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	√	
Florida Arias , Interim Vice President of Student Services	Vice President of Student Services	√	
Patrick Bettencourt , Dean	Dean Rep		√
James Houpis , President	President		√
Ceca 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
Guest
Maria Vivas

I. Call to Order

Sarah Schrader called the meeting to order at 10:04am.

Sarah requested to move DFAC/RAM Review/Update to an informational item as it is an informational update. She also requested Budget Development be moved to an action item. There was consensus to move the items.

Action Items

II. Review and Approval of Minutes – 02/21/2020 and 03/06/2020

Action Item:

**Jennifer Zellet made a motion to approve the minutes from 02/21/2020.
Florida Arias seconded the motion.
Kevin Alavezos abstained. 10 ayes. 0 nays.
Motion passed.**

**Florida Arias made a motion to approve the minutes from 03/06/2020.
Jennifer Zellet seconded the motion.
Kevin Alavezos and Judy Wagner abstained. 9 ayes. 0 nays.
Motion passed.**

III. Budget Development

Sarah reviewed the Budget Planning Timeline document from Central Services. We have until April 22 to send in our tentative and operational budgets in order for Central Services to upload them into Colleague so that the preparation of the tentative budget can be approved at the June Board meeting. The final budget would be presented at the September Board meeting.

The tentative budget was developed with the information based on the Governor's budget as well as everything that is currently going on.

Since a lot has changed in the economy since the tentative budget was presented by the state, Districts are being asked to prepare multiple budget scenarios.

Sarah shared and reviewed the Revenue Budget Assumptions document from Central Services.

She then shared and reviewed the Institutional Costs document. There was a brief discussion regarding institutional costs.

The third document shared and reviewed in depth was the Tentative Budget Targets. Most of the numbers on this document should remain the same but may have some slight changes with the final budget. Although the RAM has not been through the final approval process, this is the model that is being used to prepare our budget.

Sarah believes if we hold strong in our operational budget since we have a little more than we did last year and utilizing other funding sources such as lottery or instructional equipment, we should be able to offload some of our operational budget to other funding sources.

Sarah's recommendation was to fund permanent personnel and PTOL at 100% and fund the operational budget with the remaining dollars which will still be 2%. Any new dollars or salary savings that we recognize would also go toward operational budgets. Sarah advised she has operational budget requests from the Deans that she is reviewing and other funding sources that can be leveraged to cover some operational costs.

Sarah asked if there is a motion to move forward with creating a tentative budget memo recommendation to College Council that will create a budget that funds 100% of permanent salary, 100% of PTOL and the remaining of our tentative budget target and any kind of savings be allocated to the operational budget as the year goes on?

Action Item:

Jenni Abbott made a motion to move forward with creating a tentative budget memo recommendation to College Council that will create a budget that funds 100% of permanent salary, 100% of PTOL and the remaining tentative budget and any kind of savings be allocated to the operational budget.

Michael Leamy seconded the motion.

There was discussion regarding the wording of any salary savings only being able to be allocated to the operational budget because of the above wording. Kevin Alavezos suggested that any savings be allocated to the operational budget or where it is deemed needed.

Jenni Abbott accepted that amendment to the motion.

Elaine Schuber abstained. 10 ayes. 0 nays.

Motion passed.

Sarah presented the tentative budget memo. Presenting the recommendation to College Council is the next step in the process and fulfills our responsibility as far as Engaging All Voices. We discussed the Governor's budget in January, talked about the timeline, permanent personnel, PTOL and operational budgets. Our next step

will be the final budget based off of any changes that come with the May revise and the adopted budget.

Sarah asked if there was a motion to approve the memo and send the recommendation to College Council for their review and approval.

Action Item:

Kevin Alavezos made a motion to approve the tentative budget memo and send the recommendation to College Council for their review and approval.

Parul Parikh seconded the motion.

11 ayes. 0 nays.

Motion passed.

Kevin asked if a copy of the memo could be sent to the RAC members as well to forward to the appropriate constituency groups. Sarah advised she would send the memo and it will also be posted on the RAC website.

Sarah advised this could conclude our RAC meetings for the semester unless the Council feels we need one. Mike Morales stated that we had postponed an agenda item to cover productivity and he'd like to have the meeting to cover that if possible. Sarah advised she would check with Jennifer Zellet to confirm she would be available to lead that conversation. This would be more of a special informational meeting rather than a formal RAC meeting.

Informational Items

IV. DFAC/RAM Review/Update

Sarah advised there was a DFAC meeting yesterday. The MJC updated version of the model was shared. There was not a lot of conversation about the updated version but Sarah wanted DFAC to be aware that RAC had approved the RAM. The RAM will be brought back to Academic Senate at their next meeting for a vote. There has been conversations regarding the governance process for moving the RAM forward through the constituent groups. Sarah advised if there are any major changes to the RAM, she will send out an email update.

V. Check-Out

Multiple budget documents were reviewed. The Council approved the Tentative Budget Memo to move forward to College Council.

Meeting adjourned at 11:22am.

Next meeting: April 17, 2020, 10:00am – 12:00pm, Online Zoom Meeting