

**Modesto Junior College
Resource Allocation Council
April 17, 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		√
Ceca Hudelson , Professor, Geography	Academic Senate Appointee		√
Lisa Husman , Executive Secretary	Recorder	√	
Michael Leamy , Academic Senate Appointee	Academic Senate Appointee	√	
Donna Louie , Counselor, EOP&S	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 , 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
Guest
Maria Vivas

I. Call to Order

Sarah Schrader called the meeting to order at 10:05am.

Sarah advised we would start with informational items since we did not have quorum at 10:05am.

**Informational
Items**

II. Other Discussion

- The tentative budget memo that RAC put together went to College Council and was approved.
- We have submitted our first application for the CARES Act stimulus funding. Sarah thanked Jenni Abbott for her work on this. Our total CARES allocation is just over \$9 million. This is the first 50% of the funding which is a little over \$4 million. The first 50% that will be allocated directly to students in cash payments and may be used for items such as housing, food, childcare and technology. The funds will be issued through the financial aid process. Flerida Arias advised that different areas of the college are working together to make sure we are vetting out the funding properly.

- Once our application is approved for the second half, that will be recorded in our fund 12. Although the funding is being put into our restricted fund 12 account under the guidance of the State Chancellor's Office, the money is unrestricted. We can move some of the second allocation to fund more student needs as they are identified.
This funding may cover expenditures that we may not have incurred if Covid-19 had not happened. This includes lost revenue from GVM, Workforce Development, bookstore, food services, etc.
Since we do not know what our state budget will look like, looking long-term, we can possibly set aside funds that can be used for technology needs should we have to go remote in the future. We will have a broader conversation on what will be funded in the future.
- Jennifer added that at the direction of our State Chancellor's Office, we looked at our campus and identified particular resources that could be repurposed for statewide need due to Covid-19. Our Allied Health program donated seven ventilators that were delivered to Napa Valley College and then taken to be refurbished for high demand areas. Some of our second allocation may be able to replace these items like these so that our student's needs are met.

III. Enrollment Management

- Jennifer Zellet shared an enrollment update (attachment on RAC website) from yesterday's cost analysis report. She conveyed we have been working to teach to our budget and have been scheduling to our budget. She spoke about the impact of productivity and what that means for students and what it means from a resource allocation perspective.
- The District projections before Covid-19 has us at 23 over projection of 14,447. MJC has performed well with keeping students in classes. There was not as negative of an impact as some might guess. Looking at last summer we have an increase for the summer of 2020 by 1.3%. For productivity, this means the same courses are costing us less with a more efficient schedule. We also have a slight increase for fall productivity. We are working to build up fall a bit more to be on par for last fall.
- Jennifer then shared a Corona Virus guidance update memo (attachment on RAC website) from the CCCCCO. This memo gives guidance of the attendance accounting implications for the virus and how we are supposed to report.
- Jennifer and Sarah also explained the impact of our P-2 (second reporting of our FTES earnings) being delayed and the impact of that on our budget. Our funding will be held at the P-1 level according to information we received from the last ACBO meeting yesterday. The state is still doing recalculations which shows the deficit shrinking some. We will also have to wait for the May revise. Right now, we know we could be funded at P-1 with the lowest being \$106 million.
- We do not know what the workload budget will look like yet with a new funding formula. We hope to have more information when we come back from summer on exactly what they are doing for this upcoming fiscal year. There is movement to try to get the state to automatically backfill for a shortfall so that we can at least be held almost harmless rather than seeing cuts to the system.

- Jennifer shared a third document, Scheduling Deadlines – Spring 2021 (attachment on RAC website). She explained that we work backwards for establishing scheduling deadlines. An example would be scheduling for spring 2021. The deadline in Colleague will be September 4. We will have an August revise that means we are having to make flexible scheduling decisions. Because of the Covid-19 crisis, all of these deadlines have been pushed back but enrollment and registration deadlines do not. Once information unfolds from the State Chancellor's Office in regard to how the future budget is going to look and how we will be compensated, we will have to make some decisions and figure out what the implications for the institution will be.
- Mike Morales had detailed class load and FTES questions. Jennifer was able to provide examples and answers to those questions.

Action Items

IV. Review and Approval of Minutes – 03/31/2020 and 04/03/2020

Quorum met later in the meeting.

Action Item:

Michael Leamy made a motion to approve the minutes from 03/31/2020. Florida Arias seconded the motion. Donna Louie abstained. 10 ayes. 0 nays. Motion passed.

Mike Morales made a motion to approve the minutes from 04/03/2020. Donna Louie seconded the motion. 0 abstentions. 11 ayes. 0 nays. Motion passed.

V. 2020/2021 Meeting Schedule

Sarah shared the meeting schedule for the upcoming academic year. The meetings are scheduled for the first and third Friday of every month with the exception of December and January. The second December meeting falls after the semester is over and is not well attended. The first January meeting is not well attended as some RAC members are still on vacation after winter break.

Action Item:

Kevin Alavezos made a motion to approve the 2020/2021 meeting schedule. Elaine Schuber seconded the motion. 0 abstentions. 11 ayes. 0 nays. Motion passed.

Informational Items

V. Check-Out

We discussed:

- The tentative budget status
- The CARES Act stimulus funding
- Enrollment management

We approved:

- Minutes from 03/31/2020 and 04/03/2020
- 2020/2021 meeting schedule

Kevin added that the RAM, version 2, went before Academic Senate last night and passed for the first read. He advised it should be coming back to divisions for discussion with colleagues. Kevin encouraged discussion as it will be coming back at the next Academic Senate meeting at the end of the month for a second and final read. Sarah conveyed that she is presenting the RAM, version 2, to ASMJC today and it is on the next College Council agenda as an informational item.

Meeting adjourned at 11:13am.

Next meeting: September 4, 2020, 10:00am – 12:00pm, Online Zoom Meeting