

**Modesto Junior College  
Resource Allocation Council  
September 4, 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>Iris Carroll</b> , Librarian	Academic Senate Appointee	√	
<b>James Houpis</b> , President	President		√
<b>Ceca Hudelson</b> , Professor, Geography	Academic Senate Appointee		√
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<b>Diana Ledesma</b> , Student	ASMJC Student Senate	√	
<b>Donna Louie</b> , Counselor, EOP&S	YFA Rep	√	
<b>Mike Morales</b> , Professor, Ag & Environmental Science	YFA Rep	√	
<b>Parul Parikh</b> , Accounting Analyst	CSEA Appointee	√	
<b>Hannah Ransdell</b> , Student	ASMJC Student Senate	√	
<b>Elaine Schuber</b> , Senior Administrative Secretary	CSEA Appointee	√	
<b>Nancy Sill</b> , Dean	Dean Rep	√	
<b>Judy Wagner</b> , Senior 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
<b>Guest</b>
Maria Vivas

**I. Call to Order/Welcome**

Sarah welcomed everyone and called the meeting to order at 10:03am. Introductions were made by all members. Sarah advised the Council that meetings are recorded for the purpose of taking minutes.

**Action Items:**

**II. Review and Approval of Minutes – 04/17/2020**

**Motion: Elaine Schuber made a motion to approve the minutes from 04/17/2020**

**Seconded by: Judy Wagner  
9 ayes. 0 nays. 3 abstentions.  
Motion passed.**

**Informational Items**

**III. Year End Close 2019-2020**

Sarah shared a document with the Council titled “Fund 11 Savings & Recommendations for CARES 2 and CARES 3 Funding”. This document is posted on the RAC website.

In tracking year end savings, a large purchase of computer bundles was able to be made. The faculty computers were funded by the CARES 2 grant but the staff and management computers were funded by the fund 11 savings.

Sarah explained the savings, computer bundle purchase and the year end expenditures for 19-20 that included furniture for the electronics building, flooring in Ansel Adams, Community Education (Community Lifelong Learning) and a portion of GVM salaries/benefits from 4/1-6/30 due to a shortfall in revenue because of Covid-19, DSPS shortfall due to an increased number of interpreters and the amount transferred into the general-purpose fund 12 account. The amount of the general-purpose fund 12 transfer, \$647,995, will be part of the conversation when discussing the creation of a college resource allocation model.

Sarah advised that the college did a great job in prior years in terms of enrollment management strategies that were used. There was a \$441,417 year-end savings even after the first computer bundle was purchased. Last year the college was over-budget by almost \$3 million.

#### **IV. CARES Funding**

There are three parts to CARES. Part one was \$4,787,000 that is to be provided strictly to students. This funding is dispersed directly to students through the financial-aid process. These dollars will not be part of our RAC conversation as everything goes directly to the students in ways of grants.

Part two of the CARES funding was for the same amount, \$4,787,000. This money was received in May. It started out very unrestricted but became more restrictive as time has gone by.

Sarah referred to her shared document and explained the expenditures of this allocation. We have spent \$946,305 as of June 30, 2020. We were advised we have until May 11, 2021 to spend the remaining \$3.8 million. Sarah reviewed the proposed expenditures that include bookstore salaries/benefits, food service salaries/benefits, online teaching stipends, software fees, supplies/duplicating, YFA stipends, IT infrastructure and equipment.

These proposed expenditures can be moved around within different categories but we do have to spend it by May 11 or the funding goes back to the federal government.

Mike Morales had questions regarding hotspots. Sarah clarified that the hotspots are for students and staff. Faculty were given a stipend to cover the cost of hotspots or any expanded wi-fi plans. Sarah explained if there were any discrepancies regarding the stipends that would need to go back to YFA as that was a negotiated item.

Iris Carroll inquired as to how students would know how to obtain or even know a loaner laptop is available to them. The library has been filtering questions regarding this. Other faculty members advised that it is on a weekly bulletin that goes out to students and it is also on the website.

Sarah explained that the CARES 3 funding in the amount of \$606,000 was received as we are a Hispanic serving institution and it is less restrictive than CARES 2. This funding is able to be used for lost revenue and a portion was transferred to Community Lifelong Learning. The remaining amount will need to be spent by June 3, 2021.

**V. RAM Update**

**VI. 2020-2021 Budget (Agenda items V and VI combined)**

Sarah shared the Resource Allocation Model document with the Council. This document is also posted on the RAC website. She advised the RAM was passed through the governance process to utilize as a pilot for the 2020-2021 fiscal year. This model is allocating resources more closely based on what we are actually earning through the Student-Centered Funding Formula (SCFF). When the RAM process started it was apparent that MJC was underfunded compared to what we were earning. Based on the new RAM, the resources we need are now built into the budget.

Sarah reviewed the document in detail with the Council while incorporating information about the 2020-2021 budget.

She spoke about the state budget cuts that were proposed by the governor but these cuts did not happen. The legislature pushed back on this and decided on deferrals instead. At this point it is just a cash issue and not knowing when we will receive it. Sarah advised that the RAM is for fund 11 dollars only. The state also issued a COVID-19 block grant in the approximate amount of \$1.3 million that will go to fund 12. This is to be spent in various categories that focus on student services and bringing students back to campus. This will be a combination of federal and state funding. We will have until December 31, 2020 to spend the federal portion and the state portion will need to be spent by the end of next fiscal year of 21/22. Sarah advised she will provide more information on this funding once it comes in and she has more information on it.

A side conversation arose that required clarification. Mike Morales asked why we are cutting FTES. Nancy Sill advised deans are allocated FTEF with and FTES target and would not be cutting FTES.

**VII. Enrollment Update**

Patrick was not able to join us for today for an update. Sarah advised she doesn't have an exact number but our Student Services team were doing everything they could to contact students and see an increase in FTES. They were able to increase the FTES by approximately 300 in only three or four days.

Sarah hopes to have a more specific enrollment update at our next meeting.

**VIII. RAC Goals**

Sarah is proposing one of the goals be to create a College Resource Allocation Model. The Council agreed that we should do this and have a process created and be able to engage in that process. Sarah advised this will also allow for transparency throughout the budget process. Sarah asked the Council if they prefer we create a sub-committee or keep the entire Council on this process. Nancy suggested we have one or two full Council meetings to brainstorm different ideas. The Council agreed to have a couple of large meetings to brainstorm and then create a smaller sub-group.

Iris Carroll relayed that we may want to make the Engaging All Voices document another priority as the document is being re-worked. We may need time to reflect on the new document and how the Council fits into it.

Sarah advised to bring back any other goal ideas to the next meeting to finalize our direction for the year.

**IX. Other**

Sarah inquired as to what type of information the Council is wanting her to provide. She is willing to bring whatever is helpful. She asked the Council to think about what reports they would like to see. We will be revamping the RAC website to share more information and add links to helpful websites like the State Chancellor's Office. Our minutes and agendas will be converting to Board Docs.

Iris felt that topics will arise organically as we work through the College RAM. She also stated it would be helpful to have a link to the Fiscal Services website on RAC website.

Nancy advised she would find it helpful to understand how our budget and cash flow comes from the state.

Donna stated she would like to see where all the savings comes from.

Iris inquired if RAC had decided in her Council absence to create some type of communication to the campus such as a quarterly newsletter. There was conversation about finding balance on what the Council does relay to the College Community.

Sarah stated she will speak to the other vice presidents about creating a newsletter from the three different areas to include College & Administrative Services, Instruction and Student Services.

**X. Check-Out**

The 19-20 year-end close was discussed and how some of our savings was allocated.

We spoke about CARES funding and how we would expend those funds.

A RAM update was provided incorporating the 20-21 budget.

The Council agreed one of our goals would be to develop a College RAM.

We will look into the role of RAC in the college community based on the revised Engaging All Voices document.

We discussed our RAC website and what we will be adding to it.

RAC wants to be informed of the process of the state budget and cash flow as well as reviewing the savings by line items.

Meeting adjourned at 11:56am.

**Next meeting:** September 18, 2020, 10:00am – 12:00pm, Online Zoom Meeting