

**Modesto Junior College
Resource Allocation Council
December 4, 2020**

| Members | Representing | Present | Absent |
|---|------------------------------------|----------------|---------------|
| Sarah Schrader , Vice President of College & Administrative Services | Chair | √ | |
| Vacant | Dean, Institutional Effectiveness | | √ |
| Kevin Alavezos , Professor, Office Administration | Academic Senate Appointee | √ | |
| Florida Arias , Vice President of Student Services | Vice President of Student Services | √ | |
| Patrick Bettencourt , Dean | Dean Rep | √ | |
| Iris Carroll , Librarian | Academic Senate Appointee | √ | |
| Samantha Carvajal , Student | ASMJC Student Senate | √ | |
| James Houpis , President | President | | √ |
| 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 |
| Guest |
| Maria Vivas |

- I. Call to Order/Welcome**
Sarah welcomed everyone and called the meeting to order at 10:04am.

Action Items:

- II. Review and Approval of Minutes – 11/06/2020**
Motion: Cece Hudelson made a motion to approve the minutes from 11/06/2020
Seconded by: Iris Carroll
11 ayes, 0 nays, 1 abstention
Motion passed.
- III. Participatory Governance Workgroup Document Request/Feedback**
Sarah shared the Participatory Governance Workgroup Document. The feedback that was received from the Council was reviewed, discussed and brought together with Facilities Council feedback. The updated document is [attached](#) to the RAC website. This document will be sent to Chad Redwing, the chair of the Participatory Governance Workgroup.
- Motion:** Cece Hudelson made a motion to approve and accept the changes to the Participatory Governance Workgroup document.
Seconded by: Iris Carroll

11 ayes, 0 nays, 0 abstentions
Motion passed.

**Informational
Items**

IV. DFAC Update

Sarah advised there was a DFAC meeting yesterday. The fiscal four which is comprised of Trevor, Sarah, Jeremy and G.H. put together a tentative document in terms of carryovers, savings and one-time funds. Sarah relayed the outcome was as follows:

- The colleges would be able to keep 75% of their entire savings on any budget line item. Originally the document was worded in a way that the colleges would only keep savings from certain budget line items and eliminating others. With this outcome, we were able to simplify it so that we are able to keep 75% of their total savings on all budget line items.
- We added that we will be spending our funds in accordance with our College Resource Allocation Model.
- The document also talked about how we replenish line items such as fund balance and the Board designated reserve if those funds had to be utilized. The outcome would be to look at reserves from TCOs and pension stabilization trusts. The 25% that we send back each year would also be utilized before any sort of shortfall was utilized out of the college's savings.
- Facilities and IT will fall under the same structure the colleges do in terms of keeping 75% of their savings and sending back the other 25%. However, the colleges will have some input into how that 75% is spent.
- A conversation still needs to take place regarding chargebacks and when we utilize the reserve accounts.

V. College RAM Subcommittee Update

Sarah is attempting to put together a first draft of the College RAM based on all of the subcommittee's conversations. Sarah will bring a clean draft to RAC once it is ready. Sarah's goal is to get the draft through the governance process by spring.

VI. Other

Sarah asked the Council what they are envisioning regarding the newsletter information. Cece's suggestion was that it be a brief list of topics and key decisions that were made. Iris added that at one point we envisioned it as a tool to educate the campus about fiscal matters and budget allocation. It could come out 2-3 times per year following the budget planning cycle in addition to what Cece suggested.

Sarah confirmed we are looking at a one-page communication that includes budget planning, projects and where we are in terms of our spending.

Kevin added that the newsletter may be a place to highlight available funding. Sarah agreed that would be a good idea once the College RAM is in place so we can highlight the available funding and the process for requesting those funds.

VII. Check-Out

- Feedback was provided regarding the Participatory Governance Document and will be forwarded to the taskforce.
- Sarah provided a DFAC update.
- Sarah provided a Subcommittee update.
- Expectations of the newsletter were discussed.

Meeting adjourned at 11:48am.

Next meeting: January 15, 2021, 10:00am – 12:00pm, Online Zoom Meeting