

**Modesto Junior College  
Resource Allocation Council  
February 5, 2021**

<b>Members</b>	<b>Representing</b>	<b>Present</b>	<b>Absent</b>
<b>Sarah Schrader</b> , Vice President of College & Administrative Services	Chair	√	
<b>Vacant</b>	Dean, Institutional Effectiveness		√
<b>Kevin Alavezos</b> , Professor, Office Administration	Academic Senate Appointee	√	
<b>Florida Arias</b> , 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>Samantha Carvajal</b> , Student	ASMJC Student Senate	√	
<b>James Houpis</b> , President	President		√
<b>Ceca Hudelson</b> , Professor, Geography	Academic Senate Appointee	√	
<b>Lisa Husman</b> , Executive Secretary	Recorder	√	
<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 10:02am.

**Action Items:**

- II. Review and Approval of Minutes – 01/15/2021**  
**Motion:** Iris Carroll made a motion to approve the minutes from 01/15/2021  
**Seconded by:** Kevin Alavezos  
**10 ayes, 0 nays, 0 abstentions**  
**Motion passed.**
- III. Guiding Principles Questions**  
Sarah reminded the Council that we reviewed RACs Guiding Principles at our last meeting and discussed adding the question, “Is it equitable?”. She advised that a recommendation came forward from the RAC Subcommittee to restate that question as, “Is it equity-minded?” rather than equitable. Sarah explained the correlation between RAC being a recommending body to College Council and although we did not adopt the same decision making principles as College Council, we still want to make sure that equity is embedded within our principles as well. There was extensive conversation that ensued regarding this question. Cece recommended, “Does it promote social equity”? Another recommendation was, “Does it promote student equity”? The Council agreed that

they preferred using the word “student” in the question. The questions under the Guiding Principles will be stated as follows:

- Does it help students reach their educational goals?
- Does it promote student equity?
- Is it reasonable?
- Is it allowable?
- Is it essential?
- Is it sustainable?

**Motion: Cece Hudelson made a motion to add the question, “Does it promote student equity”? to the RACs Guiding Principles.**

**Seconded by: Iris Carroll**

**10 ayes, 0 nays, 0 abstentions**

**Motion passed.**

#### **IV. Roles and Responsibilities of Participatory Governance at MJC**

Sarah advised that College Council approved the Participatory Governance document that will consolidate RAC and Facilities Council. RAC has 30 days from the day the document was approved to make any revisions to the document that was submitted. She stated that RAC also needs to decide when to implement the consolidation of the two Councils. She relayed that Facilities Council met and agreed to consolidate in the Fall but to have representatives from both Councils form a subcommittee that will meet in the spring to discuss the merge. Facilities Council has identified five members. Sarah asked to identify five members from RAC to join the subcommittee.

There was discussion regarding when to merge the two Councils and the governance document was shared and reviewed again.

**Motion: Iris Carroll made a motion to form a subcommittee including RAC and Facilities Council members to finalize the consolidation of the two Councils with a Fall implementation.**

**Seconded by: Cece Hudelson**

**10 ayes, 0 nays, 0 abstentions**

**Motion passed.**

Sarah asked for volunteers from the Council for the subcommittee. Parul, Elaine, Kevin and Iris volunteered. Samantha advised it would depend on her schedule. Sarah asked that any other volunteers email Lisa. Lisa will also send out an email asking for volunteers.

### **Informational Items**

#### **V. DFAC Update**

Sarah advised there was a DFAC meeting yesterday. The members are working on solidifying the carryover and savings document. That document is out with the constituent groups for review right now. The group was also given an assignment to develop a list of events that would trigger the use of the reserves. Sarah stated an example of this type of event would be a mid-year cut during a recession. Another example would be a significant drop in FTES where the college was significantly fiscally impacted without an executive order like we have now where we are being held harmless. The members will bring this list back to DFAC to finalize the carryover and savings document. This is the document that is going to allow the

college to be able to maintain 75% of their total savings. The hope is to get this approved so it can go into effect for the 2021 fiscal year since it is the first year we are using the pilot RAM.

The pilot RAM is also being taken back to constituent groups regarding the continuation of the pilot for another year. The “fiscal four” did recommend moving forward with an additional year of the RAM as a pilot since we do not have all of the pieces in their entirety to finalize the document.

Cece added that if any RAC member has any ideas of events that would trigger the use of reserves to email those to herself, Kevin or Sarah.

## **VI. College RAM Subcommittee Update**

Sarah is very pleased with the progress that the RAM subcommittee is making. They reviewed the first draft of the College RAM at the last subcommittee meeting. There were a few changes that they wanted to make along with adding a timeline and definitions. Those were updated and sent to the subcommittee. This second draft will be reviewed at a subcommittee meeting next week. Sarah is hoping to share the draft College RAM with RAC in the near future. At that point, it would be taken back to constituents for feedback and the governance process with the hope to put it into place for the 2022-2023 fiscal year if not sooner.

## **VII. Other**

Sarah advised that HEERF II (Higher Education Emergency Relief Funds) was passed back in December and the college will receive a \$20.6 million allocation and approximately \$5 million of that has to go towards emergency student grants. This is the same amount that the CARES I funding put towards student emergency grants. Once cabinet was notified about this allocation, we discussed some high level items that we need to address. These include the IT infrastructure, instructional technology, virtual classrooms, covering the revenue shortfall of the parking fund, auxiliary services that includes the bookstore and food service which is allowable with this funding. These items were agreed upon with Columbia’s cabinet as well. The list of items was then taken to Deans cabinet that came up with an additional list of items.

Jennifer added that the Online Education Committee and College Technology Committee have also been brought into the conversation regarding classroom technology and other technology related items for smart classrooms and live streaming, etc.

Sarah shared the [HEERF II memo](#) on her screen and explained that a dollar amount has not been designated to the line items. She stated the memo is general information on how much we received and how much goes to students. The funds have to be spent within one year as long as the funds are obligated meaning we have entered into contract and set aside budget but the item(s) may take longer to build than one year. We can receive a 12 month extension at no cost for obligated funds. She reviewed and explained all of the other items that were identified by Dean’s cabinet. She also reaffirmed that all funding must be spent on costs that are due to the pandemic.

Sarah advised that this is a federal grant and Central Services can charge the colleges a 10% indirect cost for processing the funds. This memo will be going to College Council as an informational item.

There was discussion on how students are made aware of this funding. Student, Hannah Ransdell, explained the process of how students apply for this funding allocated to them.

There was additional conversation about sustainable purchases and our return to campus document. Sarah advised once the document goes through College Council, she will update the HEERF II memo to include funding for implementing safety precautions and appropriate PPE.

The HEERF II document will come back to RAC to make sure we are looking at it through the lens of our Guiding Principles.

Kevin inquired if students that were impacted by COVID but do not currently receive financial aid would have access to the HEERF II funding. Sarah advised they would not because they would have needed to go through the financial aid process. She added that they would have access to the Pirate micro-grants housed in the Foundation.

#### **VIII. Check-Out**

- Reviewed and approved the minutes.
- Updated the Guiding Principles to include the question, does it promote student equity?
- Creating a subcommittee of RAC and Facilities Council volunteers to consolidate the two councils for implementation in the Fall.
- Discussed the College RAM.
- Discussed if anyone has ideas of when we would utilize reserves (for the carryover/savings document at DFAC) to share that with Cece, Kevin or Sarah.
- The HEERF II funding memo will be brought back to the next RAC meeting for additional review and discussion.

Meeting adjourned at 11:31am.

**Next meeting:** February 19, 2021, 10:00am – 12:00pm, Online Zoom Meeting