

**Modesto Junior College
Resource Allocation Council
September 18, 2020**

Members	Representing	Present	Absent
Sarah Schrader , 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		√
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 10:01am. Sarah advised the Council that meetings are recorded for the purpose of taking minutes.

Action Items:

II. Review and Approval of Minutes – 09/04/2020

A change was made to the minutes under agenda item VI. With the clarification made, a motion was made.

Motion: Kevin Alavezos made a motion to approve the minutes from 09/04/2020

Seconded by: Nancy Sill

12 ayes. 0 nays. 3 abstentions: Jenni Abbott, Samantha Carvajal and Jennifer Zellet.

Motion passed.

III. RAC Goals

Sarah shared the RAC Goals document that was developed based on the conversation at the last RAC meeting. This document is published on the RAC website. Sarah advised that we will move forward with RAC goals although the draft of the updated Engaging All Voices document is proposing combining RAC and

Facilities Council as one committee. The following change was made to goal #2: “Review and clarify the role of RAC in the revised Engaging All Voices document” to “Review and clarify the role of RAC in the revised participatory governance document”.

Sarah relayed that she spoke to her colleagues regarding the newsletter and will keep the Council updated when they decided on the frequency of the newsletter.

Motion: Donna Louie made a motion to approve the RAC goals with the noted change to goal #2

Seconded by: Iris Carroll

15 ayes. 0 nays. 0 abstentions

Motion passed.

Informational Items

IV. Enrollment Update

Jennifer Zellet gave a detailed report on enrollment management that included the conversations the college has been having regarding FTES, FTEF, how this relates to productivity, historical trends with sections and how the college is scheduling. Any questions or concerns from the Council members were addressed.

All of the documents that Jennifer shared are posted on the RAC webpage titled as follows:

MJC Fall 2018-2019 Fall 2020 Section Enrollment Comparisons

Enrollment Update MJC 2020-2021 as of 9/18/20

Fall 2018 MJC Section Enrollment Breakdown Report

Fall 2019 MJC Section Enrollment Breakdown Report

Fall 2020 MJC Section Enrollment Breakdown Report

Fall 2018 Columbia Section Enrollment Breakdown Report

Fall 2019 Columbia Section Enrollment Breakdown Report

Fall 2020 Columbia Section Enrollment Breakdown Report

V. 2019-2020 Budget Saving

Sarah shared a document that is posted on the website titled, MJC Budget vs Actual 19-20. She created this document based on conversation from the last RAC meeting. This document helps to see where the savings or overages came from on the different line items in fund 11.

There was conversation and regarding retention and success rates and clarification as to how MJC is implementing FWs and excused withdrawals. Sarah advised the Council of the Grading Townhall that will be coming soon. Jennifer also advised the student representatives that they can also provide a grading townhall geared toward students as well. Any questions or concerns from the Council members were addressed.

VI. State Budget and Cash Flows

Sarah shared a PowerPoint document that is posted on the RAC website titled, State Budget Process and Monthly Cash Flows. Sarah created this document in response to some questions from the last RAC meeting. This document provided a detailed outline of the state budget and cash flow process. Any questions or concerns from the Council members were addressed.

VII. Other

Sarah advised she will be putting a standard quarterly fiscal report together and will be bringing back the format to the next meeting. She stated the report can be adjusted and additional information can be added if needed.

Sarah reiterated that the Council previously talked about spending a couple of meetings brainstorming on the creation of a college resource allocation model. This will start at the next meeting and then a subcommittee can be formed from there.

Cece suggested bringing back scattergrams which is a diagram that would allow faculty and staff to see our fiscal overview.

Kevin suggested a future agenda item be on the reserve percentage.

VIII. Check-Out

The minutes from 09/04/2020 were approved with one change.

We reviewed enrollment and historical trends.

We reviewed our budget savings.

We revised our goals with the understanding that they may have to be revamped with the outcome when the participatory governance document changes have been finalized.

Sarah will bring a quarterly financial report to the next meeting.

Potential future agenda items are college RAM brainstorm, reserve discussion, scattergrams.

Meeting adjourned at 11:58am.

Next meeting: October 2, 2020, 10:00am – 12:00pm, Online Zoom Meeting