



**Call to Order:**

Taskforce Chair, Willard Wright, called the meeting to order at 3:05 p.m.; A quorum was established. Vicki Bustos recording.

**I. Welcome (Willard):**

*Discussion:* Dr. Wright welcomed everyone to the first Resource Allocation Taskforce meeting.

**II. Introduction of Membership (Jothany):**

*Discussion:* Jothany welcomed everyone and introduced herself and her role. She explained she will be available as a resource to the taskforce chair and is not an official member of the taskforce. Ms. Blackwood invited the taskforce to introduce themselves and their role with the district.

**III. Development of Norms (Jothany):**

*Discussion:* Jothany stressed the important of establishing norms. The following were contributed by the taskforce:

- Address the issue, not the individual.
- Meeting information should be distributed to taskforce members at least one day before meetings.
- Meetings should start promptly once a quorum is present; if no quorum is present, meeting should be cancelled.
- Respectful communication
- No side bar conversations.
- Taskforce chair will determine who has the floor; members should raise their hand to be acknowledged.
- Members are tasked to decide what is best for the district, which may not always be what is best for their constituent groups.
- Do not dominate the conversation. Allow all to contribute.
- Limit use of acronyms.

*Action:* Norms will be distributed to each taskforce member.

**IV. Draft of Operating Guidelines (Willard):**

*Discussion:* Taskforce Chair, Willard Wright, reviewed the guidelines and membership. He explained that as part of the accreditation process of the Clovis Center, the district must have a resource allocation model in place. Dr. Wright also provided an overview of what occurred at Yuba College during their accreditation process as an example.

After further membership discussion, it was suggested to amend the membership to include a faculty union representative since some issues may impact negotiations. It was also suggested for District Office Accounting Manager, Wil Schofield, to be added as a taskforce member.

*Action:* Both member suggestions will be introduced at the next chancellor's cabinet meeting since the chancellor's cabinet determines the composition of the taskforce.

**V. Overview of Resource Allocation (Willard and Ed):**

a. 5.1 Glossary of Financial Terms

*Discussion:* Willard strongly encouraged members to review the glossary of terms and become familiar with them. He further recommends dedicating one meeting in the fall to reviewing the terminology. The task force should have a working knowledge of the terms.

b. 5.2 Historical Allocation within SCCCD

*Discussion:* Willard reviewed the resource allocation model prepared by the former Vice Chancellor of Finance and Administration Doug Brinkley. The document explains the process of gathering the data. He reported it is the current model of the district. Other district models will be reviewed at future meetings to determine best practices and decide what works best for the district.

c. 5.3 Purpose of Developing a RAM for the District

*Discussion:* This discussion item was incorporation with item d.

d. 5.4 Common Criteria in a Typical RAM

*Discussion:* Referring to the handout provided, Dr. Wright noted it is an actual resource allocation model of a district from 2005. He further noted that Wil Schofield and Ed Eng will provide 100% of the numbers for the SCCCD model. As numbers are pulled, the taskforce will be trained as to what each section entails so an informed decision can be made regarding what components we will keep.

Jothany announced it is not expected for the allocation model to be complete when the accreditation arrives in October, but we will be able to chart where we are in the process. In closing, Jothany requested to be cc'd on all data relating to the resource allocation model.

**VI. Next Meeting: September 9, 2011, Clovis Center.**

*Discussion:* After a brief discussion, it was decided to change the meeting time to the afternoon in order to accommodate faculty schedules. The next meeting is scheduled for **Friday, September 9, 2011, at 2:00 p.m.**

**VII. Questions and Answers (Willard and Ed):**

*Discussion:*

Meeting adjourned at 3:50 p.m.



RESOURCE ALLOCATION TASKFORCE  
September 9, 2011 – 2:00 p.m.  
Clovis Center

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:00 p.m.; A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of May 13, 2011, meeting summary:**

*Discussion:* No changes noted.

*Outcome:* Informational

**III. RAMTs Charge and Review of Memo from Dr. Blue:**

*Discussion:* Dr. Blue shared her vision for the RAMT and the challenges that lay ahead.

*Outcome:* Informational

**IV. Video:**

*Discussion:* Ed presented an animated video on the resource allocation process

*Outcome:* Information. Review glossary of financial terms as foundational information for future discussions

**V. Glossary of Financial Terms:**

*Discussion:* Janell Mendoza & Wil Schofield led the discussion on glossary terms. Due to the valuable dialogue, the meeting focused primarily on this agenda item. This will continue in the next meeting and will be led by Donna Berry and Michael Guerra.

*Outcome:* Informational

**VI. Next Meeting: September 23 at 2:00 p.m., Clovis Center.**

*Discussion:* The group approved time change of meetings from 2:00 – 4:00 p.m.

**VII. Other/Around the Table:**

*Discussion:* Members are to read their self-studies and that standard on financial resources for a better understanding of finances at the campus level.

Meeting adjourned at 4:30 p.m.



**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:10 p.m.; A quorum was established. Vicki Taylor recording.

**I. Welcome:**

*Discussion:* Ed Eng welcomed everyone to the Resource Allocation Taskforce meeting.

It was noted Richardson Fleuridor will replace Jeff Ragan on the taskforce. Shanna Ahrens attended for Michael Guerra.

Mr. Eng announced email addresses are needed for student representative. Vick is to contact Dan Kilbert for the email address for the Reedley College student representative and Sean Henderson for Fresno City College student representative. Janell Mendoza will send Vicki the email address for the North Centers student representative.

**II. Review of September 9, 2011, meeting summary:**

*Discussion:* No changes noted.

*Outcome:* Informational

**III. Glossary of Terms:**

*Discussion:* Continued review of glossary of terms from previous meeting. It was requested to include a list of acronyms.

*Outcome:* Informational

**IV. Review of Current Resource Allocation Model:**

*Discussion:* Not addressed

*Outcome:* Postponed

**V. Budget Calendar & Timeline:**

*Discussion:* Not addressed

*Outcome:* Postponed

**VI. Next Steps:**

*Discussion:* Not addressed

*Outcome:* Postponed

**VII. Next Meeting: October 7, 2011, Clovis Center.**

*Discussion:* Discuss budget source codes at next meeting.

**VIII. Other**

**IX. Around the Table:**

*Discussion:* None

Meeting adjourned at 4:30 p.m.





**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:19 p.m.; A quorum was established. Vicki Taylor recording.

**I. Welcome:**

*Discussion:* None

**II. Review of September 23, 2011, meeting summary:**

*Discussion:* No changes noted.

*Outcome:* Informational

**III. Budget Source Codes and Acronyms:**

*Discussion:* Wil explained the account number structure handout. He noted the account structure is available on the intranet under accounts payable. Ed briefly reviewed the acronyms.

*Outcome:* Informational (See handouts)

**IV. SB361 Model:** The district uses an 18 character set of alpha numeric characters to post transactions to the accounting system. The last three alpha characters represent the funding source (i.e. LT0) is lottery funds). See SCCCD Datatel account number structure and acronyms handout.

*Discussion:* Ed reviewed the handout provided and explained how state apportionment is calculated.

**Growth FTES:** Additional FTES generated above prior years FTES.

**P1:** First Principal Apportionment Report– approximately February 15.

**P2:** Second Principal Apportionment Report– approximately June 15.

**Basic Allocation:** Base funding paid by the state for each college and center in the district based on FTES.

**Deficit Factor:** State reduces funding if state does not have adequate funding to pay districts.

**Total computational revenue (TCR):** Amount they owe districts in state apportionment less property tax revenues and 98% enrollment fees.

**Basic Aid District:** When property tax revenues and 98% of enrollment fees are greater than TCR. In that case, state pays nothing in apportionment.

*Discussion:* Discussion on how the state pays the district.

*Outcome:* Informational. (See handouts and modified 2010-11 SCCCD P-2 Report)

**V. Review of Current Resource Allocation:**

*Discussion:* Postponed until October 21 meeting.

**VI. Budget Calendar**

*Discussion:* Postponed until October 21 meeting

**VII. Next Steps:**

*Discussion:* Not addressed.

**VIII. Next Meeting: October 21, 2011, Clovis Center.**

**IX. Other**

**X. Around the Table:**

*Discussion:* Not addressed

Meeting adjourned at 4:30 p.m.



RESOURCE ALLOCATION TASKFORCE  
November 4, 2011 – 2:00 p.m.  
Clovis Center, Room 309

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:00 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of October 21, 2011, meeting summary:**

*Discussion:* No changes noted.

*Outcome:* Informational

**III. Team Assignments and Team Names:**

*Discussion:* Ed divided the taskforce into teams. Team names are as follows:

**Team 1:** Adjudicators

Melanie Highfill (Leader), Jim Gilmore (Co-leaders), John Bengtson (Recorder)

**Team 2:** Grifters

Wil Schofield (Leader), Donna Berry (Co-Leader), Bridget Heyne (Recorder)

**Team 3:** Allocators

Lorrie Hopper (Leader), Recorder – recording duties will be shared.

Teams are to meet on their own during the weeks resource allocation taskforce is not scheduled to meet.

On November 18 taskforce teams will begin their PowerPoint presentations of their analysis of other resource allocation models used by other multi-campus districts. The meeting will be held in room 308 of the Clovis Center.

*Outcome:* Informational

**IV. Assign Resource Allocation Models:**

*Discussion:* Ed assigned an allocation model for each team to review for discussion and presentation.

*Outcome:* Informational.

**V. Timelines:**

*Discussion:* Timelines were reviewed.

*Outcome:* Informational

**VI. Communication/Collegial Representation:**

*Discussion:* Discussed.

*Outcome:* Informational

**VII. Review Kern County Community College Model**

*Discussion:* Donna Berry reviewed the Kern County Community College resource allocation model.

*Outcome:* Informational

**VIII. Around the Table:**

*Discussion:* None

*Outcome:* None

**IX. Next Meeting: November 18, 2011, Clovis Center, Room 308.**

**X. Adjourn**



Meeting adjourned at 4:30 p.m.



RESOURCE ALLOCATION TASKFORCE  
November 18, 2011 – 2:00 p.m.  
Clovis Center, Room 308

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:00 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of November 4, 2011, meeting summary:**

*Discussion:* No changes noted.

**III. Review of Norms:**

*Discussion:* Dr. Blackwood reviewed the norms of the taskforce and stressed the importance of following the norms.

**IV. Team Presentations:**

*Discussion:* The following team presentations are scheduled to present PowerPoint of assigned college allocation model at this and the December 2 meeting:

- a) Team 1: San Diego & Foothill DeAnza
- b) Team 2: Los Angeles & San Mateo
- c) Team 3: Los Rios & North Orange.

**V. Around the Table:**

*Discussion:* None

**VI. Next Meeting: December 2, 2011, at 2:00 p.m.**

**VII. Adjourn**

Meeting adjourned at 4:30 p.m.



RESOURCE ALLOCATION TASKFORCE  
December 2, 2011 – 2:00 p.m.  
Clovis Center, Room 305

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:00 p.m. A quorum was established. Vicki Taylor recording.

Guests: Shanna Ahrens - CClass

**I. Welcome:**

**II. Review of November 17, 2011, meeting summary:**

*Discussion:* No changes noted.

**III. Conclusion of Team Presentations:**

*Discussion:* The team presentations for North Orange and Los Rios Community College districts were presented.

**IV. Next Meeting: Next meeting will take place December 16, 2011, at 2:00 p.m.**

**V. Adjourn**

Meeting adjourned at 4:30 p.m.



RESOURCE ALLOCATION TASKFORCE  
December 16, 2011 – 2:00 p.m.  
Clovis Center, Room 308

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 1:20 p.m. A quorum was established. Vicki Taylor recording.

Guest: MaryBeth Miller, CClass

**I. Welcome:**

**II. Review of December 2, 2011, meeting summary:**

*Discussion:* No changes noted.

**III. Enrollment Management/Targets:**

*Discussion:* Ed reviewed enrollment management. Discussion on how the district projects its funded cap for credit FTES and then determines its target FTES for colleges and centers. (see enrollment management handout).

**IV. Lottery Packages Allocation:**

*Discussion:* Ed reviewed lottery packages allocation. Discussion of how lottery funds are allocated both unrestricted and restricted (see lottery allocation handout).

**V. Chabot Las Positas Resource Allocation Model:**

*Discussion:* The Las Positas Model was reviewed. Wil presented the Ventura County Community College District model.

*Outcome:* Analysis of two additional resource allocation models.

**VI. Team Review of Best Practices of Allocation Models Reviewed**

*Discussion:* The concepts each team highlighted from the various models was reviewed. Teams will send their best practice selections to Vicki. Discussion of what concepts/best practices of the resource allocation model were reviewed.

**VII. Guidelines/Framework of new SCCCD Resource Allocation Model:**

*Discussion:* Will be addressed at the January 20 meeting.

**VIII. Next Meeting: Next meeting will take place January 20 at 2:00 p.m.**

**IX. Adjourn**

Meeting adjourned at 5:00 p.m.



RESOURCE ALLOCATION TASKFORCE

January 20, 2012 – 2:00 p.m.

Clovis Center, Room 308

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No minutes were taken for the January 20, 2012, Resource Allocation Taskforce meeting. Recording Secretary Vicki Taylor was not present.



**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 1:15 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of January 20, 2012, meeting summary:**

*Discussion:* No summary was taken for January 20 meeting.

**III. Visual Map of characteristics of Allocation Model:**

*Discussion:* Discussion continued from the January 20 meeting regarding funding sources. The narratives of which criteria each team liked was reviewed. The criteria will be formatted and scored from highest to lowest. Results will be distributed at the March 2, 2012, meeting and will be available on the district website.

**IV. Continue Phase I – Draft of Allocation Sheet:**

*Discussion:* Not addressed.

**V. Other**

*Discussion:* Jim shared concerns of the academic senate. Academic senate requested the information be shared on Blackboard. Mr. Eng noted all meeting documents are available on the district website. Those unable to locate the site can contact recording secretary Vicki Taylor for direction.

**VI. Next Meeting: Next meeting will take place March 2, 2012, at 1:00 p.m.**

**VII. Adjourn**

Meeting adjourned at 5:10 p.m.



RESOURCE ALLOCATION TASKFORCE  
March 2, 2012 – 1:00 p.m.  
Clovis Center, Room 305

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 1:08 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of February 3, 2012, meeting summary (attachment #1):**

*Discussion:* No changes noted.

**III. Review of Chancellor Deborah G. Blue's Charge for Taskforce (attachment #2):**

*Discussion:* Mr. Eng requested for the taskforce to review the charge. Ed reviewed the timeline calendar distributed at the January meeting and briefly reviewed the steps.

**IV. Diagram of Funding Sources (attachment #3):**

*Discussion:* Order of allocation of funds was discussed.

NOTE: Numbers used are for illustrative purposes

**Est. Revenues**

\$100,000,000

**Base Funding**

College FTES > 9,236 = \$3,875,136

Center FTES > 1,000 = \$1,107,182

**Workload Measure**

Cr. FTES \$4564.83

Non Cr. FTES \$2,744.9578

**Districtwide priorities**

**3<sup>rd</sup> Allocation**

*Discussion:* It was determined by majority vote the districtwide priorities will be the third allocation. There was concern regarding how districtwide priority is defined. After much discussion, it was determined by vote that districtwide priorities will be defined as follows:

*Districtwide priorities: as determined by integrated planning process.*

**Base Funding**

**1<sup>st</sup> Allocation**

*Discussion:* It was determined by majority vote that base funding will be the first allocation.

**FTES**

**2<sup>nd</sup> Allocation**

*Discussion:* It was determined by majority vote that FTES will be the second allocation. It was also agreed by majority vote FTES is the only factor for allocation.

It was further established by a majority vote to fund all three allocations as opposed to funding allocations in their respective order to the extent money is available. The net impact of this is that if there are districtwide priorities, funding base and FTES will be proportionately reduced from the full workload measure amount.

**Funding Sources: Districtwide – District Office – Regulatory**

**Regulatory (mandated):** After much discussion, it was voted to fund regulatory costs off the top.

**Districtwide Fixed Costs:** After much discussion, it was determined by majority vote to fund districtwide fixed costs off the top.

**V. Comprehensive Color Coded Components for RAM (attachment #4):**

*Discussion:* Ed briefly reviewed how each component was scored.

**Recommended changes to attachment #4:** Change “Districtwide” to Districtwide Fixed Costs. Change “District office” to “District Office/Operations.”

**VI. Components for RAM by Votes (attachment #5):**

*Discussion:* Ed briefly reviewed how each component was scored.

**VII. Illustrative Allocation (attachment #6):**

*Discussion:* Ed noted the numbers on the attachment are for illustrative purposes only.

**VIII. Data:** Supplementary data available for allocations.

**a. District Space Inventory (attachment #7):**

*Discussion:*

**b. Resident FTES History (attachment #8):**

*Discussion:*

**c. Duplicated Headcount History (attachment #9):**

*Discussion:*

**IX. Other**

*Discussion:* None noted.

**X. Next Meeting:** Next meeting will take place March 16, 2012, at 1:00 p.m.

**XI. Adjourn**

Meeting adjourned at p.m. 5:10 p.m.





RESOURCE ALLOCATION TASKFORCE  
March 16, 2012 – 2:00 p.m.  
Clovis Center, Room 305

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:09 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of March 2, 2012, meeting summary (attachment #1):**

*Discussion:* No changes noted.

**III. Operating Agreement for Standing Committee (attachment #2):**

*Discussion:* Jothany referred the taskforce to the Operating Agreement for Standing Committee handout and reviewed. Jothany reported she and Dr. Blue met with the Brain Trust. As a result of the meeting the allocation model timeline has changed. In addition to completing the resource allocation model for the Board retreat on April 20 & 21, 2012, an operating agreement needs to be in place by spring.

The taskforce will be divided into teams and assigned portions of the operating agreement for review and revision. Teams will meet briefly during today's meeting and on their own. Teams will consist of the same membership as the "other district allocation model" presentation teams assigned November 4, 2011. Current team assignments are as follows:

**Team 1:** Scope (Part 1) and Duties and Function (Part 2)

**Team 2:** Representation and Membership (Part 3 – a, b, and, c)

**Team 3:** Communication Norms (Part 4) Management of Standing Committee (Part 5)

Each team will deliver a presentation of their assignments March 30, 2012. Jothany will present the revised operating agreement to communication council for consideration. It will then progress to constituency groups.

**IV. Illustrative Allocation (attachment #3):**

*Discussion:* Ed recapped the allocation decisions of March 2, 2012. Concerns over the decisions of March 2 were discussed at length. At the request of the taskforce, Ed and Wil presented an Excel scenario to illustrate how "off the top" allocation formula will impact the district. It was also requested to present a scenario where funds are allocated percentage wise. Once both models (off-the-top and percentage) have been reviewed by the taskforce, it will be decided which model to use. All three teams will contact other community college districts to see how their models allocate funds to the district office and present their findings at the March 30, 2012 meeting.

**Next meeting:**

- Special revenue
- Growth monies
- Reductions
- Off-the-top allocation model
- Percentage allocation model
- Look at three other districts to see how they allocate funds for their district office
- Review team presentations on operating agreement

**V. Other**

**VI. Next Meeting: March 30, 2012, at 1:00 p.m., Clovis Center Room 308**

**VII. Adjourn**

Meeting adjourned at 5:10 p.m.

*Respectfully submitted by Vicki Taylor*



RESOURCE ALLOCATION TASKFORCE  
March 30, 2012 – 1:00 p.m.  
Clovis Center, Room 308

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 1:15p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:** Larry Dickson will take Casey's place.

**II. Review of March 16, 2012, meeting summary**

*Discussion:* No changes noted.

**III. Dr. Fran White, College Brain Trust**

*Discussion:* Dr. Jothany Blackwood introduced Dr. Fran White. Dr. White discussed the task appointed to RAMT members and reviewed an outline of milestones the taskforce is to meet. She also discussed and offered suggestions regarding the operating agreement vetted through the district strategic planning committee. She commented the agreement needs to be tailored and structured to fit the resource allocation for the district.

**IV. Review and Discussion of Draft Operating Agreement**

*Discussion:* Dr. White addressed the draft operating agreement. Assigned subcommittees will revise their sections based on the information provided by Dr. Fran White. The revised draft will be reviewed at the April 13, 2012, meeting.

**V. Draft Resource Allocation Model**

*Discussion:* The "off-the-top" allocation vote was readdressed. After much discussion, it was decided to keep the off-the-top allocation decision.

**VI. Next Meeting: April 13, 2012**

**VII. Adjourn**

Meeting adjourned at 5:00 p.m.

*Respectfully submitted by Vicki Taylor*



RESOURCE ALLOCATION TASKFORCE  
April 13, 2012 – 2:00 p.m.  
Clovis Center, Room 305

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**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:15 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of March 30, 2012, meeting summary**

*Discussion:* No minutes were provided for review.

**III. Discussion of Draft Operating Agreement**

*Discussion:* This agenda item will be addressed April 27, 2012.

**IV. Draft Resource Allocation Model**

*Discussion:*

- A copy of the draft resource allocation model was provided for review. Revisions were made to the model's language. The model will be presented to Chancellor's Cabinet on April 18 and presented to the Board at the Board retreat April 20-21, 2012.
- Harry Zahlis presented a graph of the allocation model. After much discussion it was decided to present the model in Excel format with dollar amounts. The model presented by Harry will be revised at a later date.
- Each subgroup is to submit their operating agreement revisions no later than Wednesday, April 25, 2012. Revisions will be reviewed at the April 27 meeting.
- Ed will present the written narrative, the revised cost center allocation process, and the Excel spreadsheet to the Board for review.

**V. Next Meeting: April 27, 2012**

**VI. Adjourn**

Meeting adjourned at 4:50 p.m.

*Respectfully submitted by Vicki Taylor*



**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:10 p.m. A quorum was established. Vicki Taylor recording.

I. **Welcome:** Shanna Ahrens attended for Mikki Johnson

II. **Review of April 13, 2012, meeting summary**

*Discussion:* No changes noted

III. **Update from Board Retreat**

*Discussion:* Ed reviewed the PowerPoint presentation presented to the Board April 20, entitled Districtwide Resource Allocation Model Taskforce (DRAMT) Update. Harry voiced concerns regarding the model presented. Ed noted the model will be revised and a past allocation amount will be used to illustrate how funds will be allocated using the new model.

IV. **Review and Discussion of Draft Operating Agreement**

*Discussion:* The operating agreement needs to be finalized so it can be vetted to the constituency groups. It will then be presented to Chancellor's Cabinet for approval. After review and discussion, the following changes were made to the operating agreement:

**II. DUTIES AND FUNCTION**

**B. (DELETED)**

- D. Evaluate and recommend to Chancellor's Cabinet a priority of proposed districtwide initiatives.
- F. Continual evaluation of the current plan to address the dynamic allocation of funds and recommend changes to the plan as appropriate to achieve the individual strategic plan goals of the district, colleges, and centers.

**III. REPRESENTATION AND MEMBERSHIP**

A. MEMBERSHIP

1. The DBRAC is composed of the following voting members:

- Administrators 6
- Classified Staff 6
- Faculty 7
- Students 3

2. EX-Officio (non-voting membership)

- Chair of District Strategic Planning Committee
- Chair of Shared Governance Committee

Total 22

B. SELECTION OF DBRAC MEMBERS

2. The following is recommended when appointing members:

– ~~First bullet~~ (DELETED)

3. The Academic Senates will appoint six (6) faculty representatives as follows:

- Two (2) from Fresno City College
- Two (2) from Reedley College

- Two (2) from any center that has applied for candidacy
- 5. Three (3) classified representatives shall be appointed by the California School Employees Association (CSEA). Three (3) classified representatives shall be selected by the Classified Senate.
- 7. Administrators to be appointed by Chancellor’s Cabinet as follows:
  - (ADD) Vice Chancellor Finance and Administration
  - (ADD) Director of Finance

C. TERMS OF MEMBERSHIP

- 1. (DELETED)

V. MANAGEMENT (spelling correction)

- A. The Chair of the DBRAC Committee will be the Vice Chancellor of Finance and Administration. Clerical Support will be provided from the Office of the Vice Chancellor of Finance and Administration.
- B. The duties and responsibilities of the chair shall include:
  - 5. Report Committee Recommendation to Chancellor’s Cabinet
- C. The duties and responsibilities of the clerical support shall include:
  - 5. Notify constituency when members miss two consecutive meetings, or four in an academic year.
- D. Meetings will be conducted a minimum of once a month during the academic year, or as determined by the chair. Additional meetings will be scheduled when deemed necessary by the DBRAC.
- E. The meeting calendar of the incoming academic year will be set prior to the last meeting of the current year.
- F. Quorum is established if majority of the membership is in attendance. (50% +1)
- G. The Committee uses a majority of members present at quorum for decision-making.
- I. An archive for the DBRAC will be established and maintained through the Office of the Vice Chancellor Finance and Administration. The archive will contain all agendas, minutes, and formal correspondence pertaining to DBRAC business. This information will be accessible through the district’s website.
- J. The Committee will evaluate this operating agreement on an annual basis. Any changes to any aspect of this operating agreement must be reviewed by the district’s Communication Council prior to final approval by Chancellor’s Cabinet.
- K. Evaluation of the resource allocation model will be completed by October of each year. This will include an evaluation of the effectiveness and compliance of the resource allocation model. Suggestions or the revisions to the resource allocation model will be provided annually to all constituent groups as an information item.

VI. **Subcommittee to Develop Visual Map of RAM**

*Discussion:* A subcommittee of Harry Zahlis, Melanie Highfill and Karen Ainsworth will be formed to revise the visual map of RAM. Revisions will be presented next meeting.

VII. **Begin Phase II of Resource Allocation Model**

*Discussion:* Deferred to next meeting.

VIII. **Fall 2012 Meeting Calendar**

*Discussion:* Meetings will be held every other Friday, or as otherwise noted. On October 19, Phase II will be presented to Chancellor’s Cabinet then to the Board of Trustees.

**IX. Next Meeting: May 11, 2012**

**X. Adjourn:** Meeting adjourned at 4:30 p.m.



**Call to Order:**

Taskforce Chair, Ed Eng, called the meeting to order at 2:00 p.m. A quorum was established. Vicki Taylor recording.

**I. Welcome:**

**II. Review of April 27, 2012, meeting summary**

*Discussion:* Approved with minor revisions.

**III. Discussion of Draft Operating Agreement: Section K Only**

*Discussion:* Dr. Blackwood presented the draft operating agreement to Chancellor's Cabinet. The following revision suggestion was submitted by Cabinet for DRAMT to discuss and revise:

- **Suggestion:** Run model parallel to the 2012-13 budget.

Jothany reviewed the planning calendar and the components that need to be complete by each meeting. It was decided to change the evaluation date of the resource allocation model to October 31.

**IV. Update on Visual Map of RAM**

*Discussion:* Harry Zalis provided an overview of the RAM visual map and explained how it was formatted. The following revisions were suggested:

- Add a title and clearly identify the legend
- Change "off the top" to "initially funded" in the narrative
- Change title of visual map to SCCCD Resource Allocation Model Map or SCCCD Resource Allocation Model Cost Centers.

Harry will take suggestions under consideration and revise the visual map accordingly.

**V. Begin Phase II of Resource Allocation Model**

*Discussion:* Ed recapped past lottery allocations and explained the percentages allocated to each site and the district.

**VI. Next Meeting: August 24, 2012**

**VII. Adjourn:** Meeting adjourned at 4:40 p.m. Ed noted future meetings will take place from 1:00 p.m. to 5:00 p.m.

**Note:** Per Chancellor Blue's request, dates should be added at the bottom of all documents submitted to the committee for revision tracking purposes.