

**APPROVED MINUTES**  
**Yosemite Community College District**  
**District Fiscal Advisory Council (DFAC)**  
**December 5, 2019**

**Present:** Jenni Abbott, Kevin Alavezos, Florida Arias, Kathy Blackwood, Doralyn Foletti, Pam Guerra-Schmidt, Judy Lanchester, Amy Lovett, Laura Maki, Crista Noakes (Recorder), Joey Partridge, Jeremy Salazar, Brian Sanders, Sarah Schrader, Trevor Stewart, Henry Yong, Jennifer Zellet

**Council Members Absent:** Coni Chavez, Josh Hash, Cecilia Hudelson, Kathren Pritchard, Melissa Raby, Susan Yeager, ASCC Student Designee, ASMJC Student Designee

**1. Roll Call**

**2. Acceptance of the Minutes of the November 21, 2019, District Fiscal Advisory Council**

Consensus was met to approve the minutes. The minutes are approved.

**3. Review Values for a Resource Allocation Model Sheet**

Judy Lanchester, Director of Facilities Planning & Operations, reviewed the Values handout with the DFAC and opened the item up for discussion and feedback.

The DFAC recommended creating a document that includes a set of procedures for budgeting along with an annual budgeting calendar that includes an evaluation of the RAM.

The DFAC recommendations and additions to the Values handout will be updated by Ms. Blackwood and provided to the group as an update and will be discussed at the December 19<sup>th</sup> DFAC meeting.

Dr. Brian Sanders, Vice President of Instruction, CC, requested to note a future parking lot discussion item. He suggested, the DFAC review policies and procedures relating to fiscal issues once the RAM is complete.

**4. Fund Balance**

Jeremy Salazar, Interim Controller, stated Dr. Susan Yeager is out therefore, he asked that the Fund Balance conversation be tabled for a later date.

Consensus was met to postpone the Fund Balance conversation to a later date.

**5. Resource Allocation Model (RAM)**

Kathy Blackwood provided an Institutional Costs and RAM Model handout and reviewed them with the DFAC.

***Institutional Costs***

Ms. Blackwood suggested adding Elections as an institutional cost. Jeremy Salazar opened the item up for discussion and feedback. DFAC consensus was met to add Elections to the Institutional Costs sheet.

The DFAC reviewed and discussed the placement of the Total Cost of Ownership (TCO) for Information Technology Services (ITS) and Facilities Planning & Operations (FP&O) on the Institutional Costs sheet. Ms. Blackwood suggested implementing a procedure to review one-time expenditures for the two TCO's and Retiree Liability Transfer line items that assesses the appropriate amount of budget to allocate this year. She also suggested for the 20-21 fiscal year, moving the TCO's to the one-time funding line item and include reviewing the TCO's annually in the procedure.

Ms. Blackwood noted, Institutional Costs will not keep savings.

***Resource Allocation Model for 20-21***

Ms. Blackwood opened the model up for discussion and feedback. The DFAC expressed, majority had not had time to meet with their constituent groups to discuss the Institutional Costs line item and requested additional time to do so.

**6. Close/Next Meeting**

The next District Fiscal Advisory Council meeting will be held on **Thursday, January 16, 2020, at 1:00 p.m.** in the YCCD District Office, Meeting Room A, located at 2201 Blue Gum Avenue, Modesto, CA and Columbia College Manzanita Building, President's Conference Room located at 11600 Columbia College Drive, Sonora, CA.