



**Resource Alignment Committee Notes**

**Date:** April 12, 2021  
**Zoom Meeting ID:** <https://cccconfer.zoom.us/j/93159326108>

**Called to order:** 1:01 p.m. **Chair(s):** Eric D. Smith, Julia Raybould-Rodgers **Note Taker:** Erica Hernandez

**Council Members Present:** Shelly Allen, Diane Auten, Robert Curry, Margaret Lau, LeeAnne McNulty, Veronica Reyes, Julia Raybould-Rodgers, Eric D. Smith, Nohemy Ornelas, Nancy Ward

**Council Members Absent:** -

**Ex-officio Members Present:** Laura Becker, Mitch McCann, Paul Murphy, Andy Specht

**Ex-officio Member Absent:** -

**Guest:** Stephanie Crosby, Alex De Jounge, Sierra Rivera, Jennifer Schwartz

| ACTION              |   |
|---------------------|---|
| <b>Agenda No. 1</b> | <b>Review March 8 Notes (All)</b>   |
| <b>Action:</b>      | <ul style="list-style-type: none"> <li>• Consensus to approve notes as submitted.</li> </ul>  |
| <b>Agenda No. 2</b> | <b>Restricted Lottery Fund Balance Subcommittee Recommendations (SA)</b>  |
| <b>Discussion:</b>  | <ul style="list-style-type: none"> <li>• SA shared information on the AHC Excess Restricted Lottery Fund Balance (RL).</li> <li>• The excess restricted lottery fund balance is expected to be approximately \$1.4 million at the end of FY 2020-2021.</li> <li>• It is recommended that department programs spend other restricted funds before lottery dollars and lottery dollars before district unrestricted funds. The plan is to spend down balance beginning July 1, 2021.</li> <li>• \$300,000 will be allocated on an annual basis for approximately four years based on program review and annual update needs.</li> <li>• Approximately \$50,000 or 10% of the current ongoing RL budget will automatically be budgeted in current expenditure budgets for two years and then will be revisited for continuation.</li> <li>• Once the excess RL fund balance is spent down, a minimum of \$100,000 will be reserved and carried over each year for one-time requests. Once the excess RL fund balance is spent down, expenditure budgets will permanently be adjusted to not exceed the expected annual revenue to ensure the \$100,000 reserve.</li> <li>• The annual one-time funds will split accordingly amongst the following departments:               <ul style="list-style-type: none"> <li>➤ \$60,000 for Technology to support technology use</li> <li>➤ \$20,000 for Student Instructional printing</li> <li>➤ \$110,000 for Academic Affairs</li> <li>➤ \$110,000 for Student Services</li> </ul> </li> <li>• The administrative services division will share the plan with departments/faculty via email by June.</li> <li>• The RL request form has been updated with a Student Basic Needs and Laptops/Hotspots/Internet Devices category line.</li> <li>• ML suggested to have more than one goal on the form. SA stated that if somebody can show her how to modify the form to list more than one goal, she would be happy to do so.</li> <li>• SA will draft an email before July 1 and send out to the subcommittee to review before approving the final form.</li> <li>• Members agreed with the RL recommendations.</li> </ul> |
| <b>Action:</b>      | <ul style="list-style-type: none"> <li>• Council members approved the recommendations.</li> </ul>   |
| <b>Agenda No. 3</b> | <b>Prioritized Equipment Recommendations (BC)</b>   |

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| <b>Discussion:</b>         | <ul style="list-style-type: none"> <li>BC gave a brief update on how the funds of the Prioritized Equipment list are allocated. The starting budget was \$200,000.</li> </ul>   |
| <b>Action:</b>             | <ul style="list-style-type: none"> <li>Consensus to approve the recommended list of Prioritized Equipment.</li> </ul>   |
| <b>INFORMATION</b>         |   |
| <b>Agenda No. 4</b>        | <b>PCPA Paycheck Protection Program Round II (J. Schwartz)</b>  |
| <b>Discussion:</b>         | <ul style="list-style-type: none"> <li>PCPA applied for Paycheck Protection Program 2 (PPP2) and was awarded a little over \$500,000 through the PPP.</li> <li>The Shuttered Venue Grant portal opened up to apply for another grant of \$400,000.</li> <li>First PPP Loan has been submitted to the Small Business Association (SBA) for forgiveness.</li> <li>Per county guidelines if employees were unable to work during the pandemic the loan can possibly be forgiven.</li> </ul>  |
| <b>Agenda No. 5</b>        | <b>American Rescue Act (HEERF III) (ES)</b>   |
| <b>Discussion:</b>         | <ul style="list-style-type: none"> <li>ES shared the HEERF III plan. On March 12, 2021 the President signed the American Rescue plan into law targeting the pandemic which gave AHC a little more time to spend the \$15,766,000.</li> <li>All HEERF III funds must be fully expended by September 30<sup>th</sup> of 2023.</li> <li>HEERF III Allocation <ul style="list-style-type: none"> <li>➤ Minimum Direct Student Aid Portion \$7,833,000</li> <li>➤ Minimum Institutional Portion \$7,833,000</li> <li>➤ Total Award \$15,766,000</li> </ul> </li> <li>The Direct Student Aid portion can be used for emergency cost due to coronavirus: tuition, food, housing, healthcare (including mental health), childcare.</li> <li>The Institutional portion can be used for lost revenue, reimbursement already incurred, technology cost, faculty and staff training, payroll expenses, indirect cost at negotiated federal rate.</li> <li>The HEERF III Institutional portion unallowable expenditures include: Pre-enrollment activities, marketing or recruitment, endowments, capital outlay and facilities related to athletics not associated with coronavirus and senior administrator salaries, benefits, bonuses, contracts, incentives.</li> <li>LB shared some requirements for the institution to comply with. First, AHC must conduct outreach to students to appeal for more financial aid due to the recent unemployment of a family member or other circumstance related to COVID-19. ES shared one spending idea is a new student health center. Second, AHC must implement evidence-based practices to monitor and suppress the coronavirus and cut in accordance with public health guidelines. There is no minimum or maximum amount that needs to spent on this compliance. AHC must demonstrate that they have made the effort to comply.</li> </ul> |
| <b>Agenda No. 6</b>        | <b>Student Health Center (S. Crosby)</b>  |
| <b>Discussion:</b>         | <ul style="list-style-type: none"> <li>A. De Jounge shared a visual presentation on the AHC new student health center. The existing Student Health Center currently operates in a 700 sq. ft area.</li> <li>The existing Student Health Center offers family planning, primary care, acupuncture, mental health counseling etc.</li> <li>The program review and annual update was completed in 2015 and now coming up for 2019-2020.</li> <li>ES stated if federal dollars are approved and with the deadline of December 2023, a modular building (similar to what we are doing with the MESA/STEM project) will be placed near building W and will include a laundry room and a food pantry.</li> <li>VR asked if CalWORKs has been notified about their programs.</li> <li>A. De Jounge shared the floor plan from Butte College as an example of what could be built.</li> </ul>  |
| <b>FUTURE/ONGOING ITEM</b> |   |
| <b>Agenda No. 8</b>        | <b>SPOL Software (SA)</b>   |
| <b>Discussion:</b>         | <ul style="list-style-type: none"> <li>SA mentioned a meeting will be held April 15, 2021 for an update.</li> </ul>   |

Next meeting scheduled May 10, 2021  
Meeting adjourned 3:51 pm