Planning & Resource Allocation Committee

April 14, 2015
2:00-3:30
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou, Jonathan Eldridge (Co-Chair), Sarah Frye, Christina Leimer, Sara McKinnon (Co-Chair), Greg Nelson, Carol Perez, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth

Others Present: Tim Haley (IEP2)
Absent: Peggy Isozaki, Gina Longo, Patsy Puertas, Cari Torres, Michael Trump, Sheila Whitescarver

Agenda Review

• Agenda approved.

Minutes

• Minutes of March 24 meeting approved.

Facilities Master Plan: Tim Haley of IEP2

• Right now, he is holding first meetings with everyone. He has met with Deans and scheduled individual meetings. He is collecting information and informing folks about what is going on. Please take part in the survey (website information distributed).
• A forum will be held tomorrow, 12:00 to 1:00, in Deedy.
• Planning is based on the educational program. Everything should enhance learning environments. It should also be a welcoming environment for all.
• Review of the process, including functionality, statistical information, building support. This information leads to architectural development (option development and final district wide master plan.)
• Review of timeline with outreach to community in the summer.
• Shooting for approval of master plan by December 15.
• Good to have this planning up front so that, if we are awarded a Bond, we’ll be ready. We will also have data to back a request.
• The result should be a community supported facility plan that creates great environments and efficient and effective facilities.

Comments

• Is M&O Plan wrapped into the Facilities Master Plan?
  o M & O Plan has deferred maintenance included, preventive maintenance and helps feed the Facilities Master Plan.
  o Much of this feeds into Standard III.

Program Review Requests: Follow-up Re: Additional Information Needed

Kinesiology: Disinfectant Wipes, $2,000
• G. Nelson will research this item for possible solutions.

Dental: Ink Cartridges for printers and fax machine, $1,105
• Hold for next meeting. P. Isozaki to research
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Music: Wheelchair/Equipment Lift for Performing Arts, $36,000
  - L. McCarty is checking into this.

Music/Drama: postage and printing for mailers, $4,500:
  - Each department has funds in budget. This year they sent a publication that raised the prices. Performing Arts is largest expenditure. Can other avenues be explored to cover these costs without going through Program Review?
  - PRAC recommends the Performing Arts do a budget review to show revenue and expenditures.

Drama: Maintenance for man lift in scene shop, $800.
  - G. Nelson will follow-up.

Social Sciences: Fees for UCB Model United Nations Conference, $1,700, each year
  - Per J. Eldridge, ASCOM will fully fund this request each year.

Social Sciences: Chairs and conference table for Fusselman Hall Lounge
  - G. Nelson will follow-up with furniture to satisfy the request.

Staffing Requests
Art
  - Part-time lab assistant (Photography), black and white lab in Fusselman, 12 additional hours per week. Enrollment is not strong for the lab. This has been a recurring request.
  - PRAC recommends utilizing current lab tech as needed.

ACRT/Auto/Elect
  - Full-time lab assistant: highest enrolled classes have moved to evenings and do not have a lab tech. May not need a full-time position and it could be an instructional assistant. It’s possible to utilize student workers to address the gap (short term solution). N. Schorske will come back with the cost.

Biology
  - Full-time administrative assistant (.25): Biology, Physical Sciences, Math. Nursing has a clerical assistant. PRAC recommends increase from .75 to 1.00.
  - Full-time lab tech (.5 additional): Science Museum and could combine with Geology/Geography request below. PRAC recommends a .5 increase as requested.

Geology/Geography
  - Part-time lab tech (20 hours) See above: Full-time lab tech for Science Museum could be combined to satisfy this request.

ELND
  - Part-time lab tech: Courses listed have the least demand. Need an instructional assistant (.8) for the farm and whole program not for these classes. N. Schorske will come back with the cost.

President’s Approvals of 2013-14 PRAC Recommendations: Report Back Process
  - What is the format PRAC would like to utilize for reporting back?
PRAC recommends a written report rather than having people attend a meeting. A report template was suggested.

Program Review Schedule for Future
- S. McKinnon is updating the program review schedule to start next year going forward.
- We’re doing well meeting our schedule requirements.

Subcommittee Reports
Technology Planning
- Hold for a future meeting.

Student Access & Success
- Hold for a future meeting.

Educational Planning
- Hold for a future meeting.

Facilities Planning
- See above report.

Instructional Equipment
- Hold for a future meeting.

Professional Development
- Hold for a future meeting.

Meeting Wrap Up/Assignments
- Next meeting is April 28.