Planning & Resource Allocation Committee

April 26, 2011
2:00-3:30, AC 108

Minutes

Present: Yolanda Bellisimo, Raymond Bergstrom-Wood (for Nathaniel Parker), Tom Burke, Angelina Duarte (Co-Chair), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Michele Martinis, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh, Marshall Northcott

Agenda Review
- Agenda approved.

Minutes
- Minutes of April 19 meeting approved.

Budget Development
Peggy Isozaki
- Spreadsheet sets out to show what budget looks like if all stayed same as last year.
- Deficit for 2011-2012 is $811,000.
- Assuming increase in enrollment fees from $26 to $36 per unit will help with reducing deficit.
- We do not know what we will get from the county right now.
- $172,000 increase in enrollment fees.
- Prop 20 has been increasing slightly.
- Page 4 is salary breakdown.
- Hourly classified or overtime: district not responsible for; comes out of individual budgets.
- Academic Administrators are in charge of Instructional areas. Example: Peggy is Classified Administrator; Nanda is Academic Administrator.
- What was actually spent year before would be beneficial information.
- Page 5, Benefits:
  - PERS will increase considerably each year.
  - Unemployment rate is doubling every year for last few years.
- Other Operating Expenses:
  - Increase of $285,900 in audits and election.
  - Cost of Board election depends on what is happening that year. Some colleges shift election year to save money.
  - Suggest saving on postage for catalogs, contracts, etc.
  - Recommend summer/fall schedule combined for savings.
- Capital Outlay:
  - Software licensing is under contract services.
  - GASB 45: is money put aside for liability.
  - DSPS: some changes made with Adaptive PE. Board study session on DSPS cuts on May 17.
  - Unfair shifting of burden to community college system when services being discontinued everywhere else.
  - Community Ed should be under Transfer In (Out) on first page.
  - Our reserve is about 11%. All schools define it differently. Law recommends at least a 5% reserve.
  - Costs $350,000 per month just to operate the college.
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- Discretionary budget is about 7% of budget. Need to look at where is staff, what doing, and how fits mission. Example: Transcript Evaluator

- How embark on this process? What is our objective?
  - Legal costs: can these funds be used or are they set aside only for legal purposes?
  - Where do we see deficits or shortfalls, like DFPS?
  - Look at things we can effect in short term.
  - Think about where spending money and how move it around. Some things should go up and some should go down.
  - Do comprehensive packaging to present to Board.

Review of Areas or Issues Requiring PRAC Recommendations Spreadsheet

(A) (WASC recommendation #10): College budget for Distance Ed Resources.
  - Cost will go up.
  - AD will bring data needed to address this item.

(B) (WASC recommendation #6): Library and Technology Materials: Identify ongoing needs and make sure they are funded from outset instead of “looking for money” in March. PRAC may want to make a list of these (databases, subscriptions, software licenses).
  - Recommendation: centralize and standardize payments of licenses for all databases, etc. throughout district in a timely manner. (Need to identify additional funds for expiration of grants.) Marshall, Nanda, Sara L. to provide information.

(C) (WASC recommendation #2): Long term maintenance: College must budget yearly for upkeep of existing facilities.
  - What would a deferred maintenance fund cost? Board has energy savings set aside in this fund.
  - Facilities Planning Committee needs to let PRAC know if it has a funding request.

(D) (WASC recommendation #1): Computer Replacement Plan.
  - Cost will increase. Per Mike I.: $308,000 per year to replace computers over 5 years; had recommended $100,000 per year.

(E) (WASC recommendation #3): Unit Allocations by Program/Discipline:
  - Cost neutral. Recommendation should come from another group. PRAC only recommends. For 2011-2012, Chairs scheduled for fall; spring and summer will remain same.
  - Programs with licensing requirements (Nursing) would be in separate category.
  - Some programs have many electives not helpful to students in long run.
  - Tool has been developed to prioritize curriculum; data will be used to develop a blueprint.
  - PRAC recommends evaluate and analyze how units allocated and establish priority system that will help academic leaders assign units based on program needs and patterns.
  - PRAC as a reallocation body is looking at all resources, including units; to do that groundwork needs to be done.
  - Modern Languages cut its conversational classes.
  - By November 1, 2011, Chair in consultation with Dean will prioritize their classes and develop 2 year blueprint that reflects and supports student completion and success.
  - Recommendation that budget reductions should always be based upon data and college priorities and not across the board cuts.
  - Recommendations for full-time hiring will be addressed by subcommittee. Will look at positions we think we have; at some point look at conversions. When make recommendation it should be prefaced with what we consider as an important priority.

(F) (WASC recommendation #4): Non-instructional programs that prepare Program Reviews: Set priorities for these programs and stop making percentage cuts across divisions.

(G) (WASC recommendation #5): Full-time hiring: Subcommittee will use Program Reviews and rubric designed by Academic Senate to prioritize which disciplines have high priority for filling full-time positions.

(H) (WASC recommendation #8): Other staffing (non-faculty) needs: Sources:
Program Review (Sara M.)
- Equity Study
- Reorganizations
- AD will bring additional information to May 10 meeting.

(I) (WASC recommendation #7): **Funding equipment and supplies** that come from PRAC subcommittees or **Department Chairs**.
  - Equipment and supplies: will have recommendations at approximately $60,000 not counting hardware and software. Will try to have IE recommendation by May 3 meeting.

(J) (WASC recommendation #9): **Non-monetary recommendations from Student Access & Success, Ed Planning, or other PRAC subcommittees**:
  - Need at least one meeting of this group as governance; will have to be a request at least for orientation.
  - Will ask for funds to reinstate person-to-person orientation.
  - **Matriculation Plan**: AD will bring work plan to May 3 meeting.
  - **Ed Planning** has not met; Sara trying to pull into **Program Review Committee** meeting to evaluate the Program Review template and make recommendations for next year.

**Other**
- Next meetings: May 3, May 10, May 17

**Meeting Wrap Up/Assignments**
- AD will bring data to address **Distance Ed budget** (A).
- Marshall, Nanda, Sara L. provide information re: (B).
- AD will bring information re: (H).
- AD will bring IE recommendation to May 3 meeting (I).
- AD will bring **Matriculation Work Plan** to May 3 meeting (J).