Planning & Resource Allocation Committee

April 27, 2010
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Tom Burke, Nick Chang (Co-Chair), Win Cottle, Ron Gaiz, Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara McKinnon, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Patrick Kelly, Sara Lefkowitz, Nathaniel Parker

Welcome/Announcements
Welcome to Chialin Hsieh, Director, Planning, Research & Institutional Effectiveness
- Chialin is new PRAC staff resource.
- Doctorate in Educational Leadership with focus on assessment.
- Background is in K-12.
- Worked on district assessment plan and strategic planning relating to student achievement.
- Also involved in program evaluation; did 150 evaluations as part of team.

Agenda Review
- Agenda approved.

Minutes
- Minutes of April 6 meeting approved.

Budget Update
Peggy Isozaki
- Reviewing expenses more closely; some faculty positions not filled so expenses may be lower.
- Year end reserve will be 9.5%.
- Will meet with county on May 5 to get more accurate view of property taxes for current year.

Administrative Program Review
Ed Buckley
- Used model from Riverside; had to be completed by December 2009.
- Encourage you to look at some of the program reviews available on Internet.
- Developed series of broad guidelines for assessing priorities, and they are on page 2.
- Result of Cabinet discussions based on data received.
- Cabinet made comments found in Administrative Comments column.
- Items with cost implication were pulled out of program reviews. If no cost implication, not listed on spreadsheet.
- Because COM is in resource crunch, assume that limited funds available to fund items requiring new resources.
- Why plan if no funds?
  o Best time to plan because will be ready when funding returns; will have gotten a start to be able to more effectively get the funds/staff into programs.
- It was felt some issues could be resolved within administrators’ own budgets.
- College Operations will do best it can with what it has this year but Maintenance & Operations needs to develop a facilities plan.
- Human Resources has staffing needs.
- Student Learning is department most responsible for fulfilling college mission.
- Problems with process that could be better.
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- Presented for information and feedback.
- Need to maintain integrity of process.
- When there is position vacancy, needs to be evaluated and should be process.
  - Administrator over program should be able to justify each position when vacancy.

Comments
- Administrators are involved in Program Review in two ways: they have their own division or unit program review and they also review instructional or student service program reviews in their division.
- In recommendations to President about process, PRAC is recommending that large scale expenditures that fall outside of modernization be given to PRAC as recommendations so ties in with planning.
- Question re: Hire a Sustainability Director (2010-2011) for $160,000 (high).
- Why is college wide WiFi under Arts & Humanities?
  - Dean of Arts & Humanities included because all departments would benefit.
- Why is it mentioned so often that should be addressed in a facilities plan when we don’t have one?
  - Supports our need for a facilities plan.
- Total Student Learning priority items amount to $153,070.
- Suggest in future that all administrative divisions list their priorities to be brought to PRAC.
- $500,000 spending to fix IVC locker rooms: shouldn’t that be part of facilities planning?
  - Done because of a Board priority. Should Board’s priorities supersede rest of college planning?
    - Board ultimately makes funding decisions. We make recommendations.
  - This was part of a plan, a priority, significant safety issue.
  - This was a one time cost and can use reserve fund for one time cost.
- Math/Science request for Administrative Assistant shows up in another program review piece and was previously recommended by PRAC.
- Need to streamline process for next year to minimize duplication of effort.
- Would like to see priorities articulated for all other administrative decisions because planning and resource allocation require prioritizing.
- Modern Languages advised to make its requests via next year’s Program Review.

Approval of Program Review & Other Recommendations

Staffing & Personnel (Staffing Recommendations 2008-2009 document distributed)
- Sara provided multiple templates to assist with process.
- Suggest in future, include VPSL as resource for staffing work group.
- Priority 1 (full-time hiring) faculty category from last year has been satisfied.
- Last year’s recommendation may not apply to this year so recommend another work group reconvene and come back with recommendation next fall.
- Must recommend staffing priorities based on program needs.
- Look at vacant positions to look at priority list.
- Intent is to budget if think position will be filled.
- If full-time people retiring and already have budget, why not move those budgets over to number 1 priorities?
- Classified priority requests:
  - Biology: 1 full-time lab technician (new)
  - Allied Health Secretary
  - Transcript Evaluator
- PRAC’s role is to make recommendations on staffing. It is up to the President to determine whether or how much to fund and Human Resources to implement the hiring.
Need memo from PRAC to President who can charge administrators to implement recommendations.

Committee is continuing to recommend approved staffing recommendations from 08-09 and adding one full-time Biology lab technician.

Positions previously recommended by IPC (March 4, 2009):
- Museum Tech (position to be filled when new Science museum is completed.
- Media Services (add .2 FTE).
- Transcript Evaluator

All recommendations will be forwarded from PRAC to President. PRAC will ask for evidence of follow through in form of written status report by September 1, 2010.

Faculty Recommendations
- Hold for now. Yolanda, Sara, and Win hope to come back to PRAC with recommendations in fall.

Instructional Equipment
(Spreadsheet distributed)
- Some requests (e.g. many Science lab items) also requested through Modernization.
- Some items are part of Technology Plan so funnel requests through Plan.
- What remains are items not belonging to Modernization or Technology but general fund.
- Every Modernization project has built in a certain percent for FF&E. FA, PE, Auto Tech all received most of what was requested.
  - Performing Arts discussions are commencing.
  - Science FF&E budget is huge and should get much of what requested.
- More funds available in Modernization than general funds and will get more via that process.
- $4 or $5 million technology funds left via Bond. Tech Plan identified priorities. (Wireless, smart classrooms, etc. recommended by Tech Plan.
- Marshall, Al, Nick are meeting to see how can implement what is in Tech Plan.
- Instructional Equipment Committee met several times and asked departments for clarification.
  - Did not recommend 2 passenger vans and a pickup truck.
  - Did not recommend items related to programs to undergo revitalization.
  - Per Dean of Workforce: ELND request for $30,000 will be closer to $15,000. Categorical funds can cover. Delete from list.
- Difficult to find general funds this year for IE.
- Total requests to recommend would now be approximately $25,621.38.

Committee forwarding requests in amount of $25,621.38 with strong recommendation that these equipment items be funded out of general fund. Items not funded by Technology or Modernization requests should come back to IEC.

Supplies (handouts distributed)
- Spreadsheet organized by Program Review division.
- Jon plugged in Peggy’s numbers. David added WSCH and load.
- Sara added PR requests for this year.
- Modern Languages: question about how budgets divided.
- Question re: BEHS, $2,806 but Social Science, $1,035 and equivalent department.
- Serious unevenness around programs and their budget allocations.
- Need formula re: lecture, load, etc. and how much should be budgeted.
  - Labs
  - Fine Arts, Performing Arts, PE
  - Lecture (chalk and talk)
Committee recommends that supplies budget totals remain same as last year, but Committee will reallocate funds within supplies budget to adjust unevenness of supplies budgets in some areas.

Program Revitalization
- Recommended programs for revitalization Programs should bring back plan and timeline for revitalization:
  - Film/Journalism
  - Auto Technology
  - Court Reporting

Meeting Wrap Up/Assignments
- Next meetings are May 4 and May 11.
- May 4 is process meeting