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

Others Present: Pearl Ly
Absent: Sarah Frye, Peggy Isozaki, Gina Longo, Carol Perez, Patsy Puertas, Michael Trump

Agenda Review
- Agenda approved.

Minutes
- Minutes of April 14 meeting approved with the following edit: Under Staffing Requests, Biology, should read: PRAC recommends increase from .75 to 1:00.

Program Review Requests: Follow-up
- Dental Assisting does not need $1,105 for ink cartridges and fax machine. Funds are in budget.
- Music, Wheelchair/Equipment Lift: There is no update yet from L. McCarty.
- Kinesiology, disinfectant wipes: G. Nelson will research possible solution.
- Drama, maintenance for man lift in scene shop: G. Nelson will follow-up.
- Social Sciences, furniture for Fusselman Hall Lounge: G. Nelson has donated a conference table from his office.

Staffing Requests
- Hold this item for next meeting when we have supporting documentation (budgetary) related to each request.

Software Requests

Library Online Subscriptions
- OCLC Cataloging Access subscription, $2,646: critical for all libraries.
- LibGuides & LibCal, $2,290: online research guides, integral to support information literacy.
- ArtStor, $1,190: was under Fine Arts and moved to Library.
- QuestionPoint 24/7 reference: $1,700 (don’t currently have this).
- Streaming Media Database, $10,000: Often requested by faculty; moving away from having discs in Library.
- Naxos Music Library, $3,000: Music library is closing and moving to Library.

PRAC recommends approval of the Library online subscriptions.

Music
- Finale 2014 Upgrade, one-time cost of $745.

PRAC recommends approval.
Nursing
- Online subscription, Sim Chart Electronic Medical Record, $5,106: Request is for reduced support. **PRAC recommends approval.**

Student Services Program Reviews
- Hold for next meeting when D. Levy is present.

Library Staffing Plan: Pearl Ly

**Presentation regarding the Library staffing and reorganization plan**
- Rationale for the plan involved improving library services for student learning, compliance with accreditation and state and federal regulations, and inclusion of a library technician series career ladder for classified employees.
- Review of current Library staff.
- Learning Resources Technician is an obsolete term.
- Program Review submitted in December requested 1 faculty librarian and 1 classified staff member. *(Music Library is closing.)*
- There should be a faculty member present for every hour the Library is open. Kentfield is at 96% coverage. At IVC, we’re at 44-50% coverage, insufficient but an improvement.
- Staff: must consider break periods, workload, salary equity.
- Operations: increased workload and new functions, Library operating hours/services may need to be reduced.
- Process for reorganization:
  - Researched for best practices focusing on Bay 10
  - Solicited feedback
  - Developed plan
  - Presented to LMC and Cabinet
- Feedback process:
  - Individual conversations
  - Group meetings
  - Library staff meetings
- Proposed Org Chart assuming 1.0 additional staff FTE:
  - 2 Library Tech III
  - 1 IVC Library Tech II or III
  - 1 Library Tech II
  - 2 Library Tech 1
- Appreciates support received to revitalize the Library.
- Per C. Torres: Thanks to Pearl for her model re: how to proceed with doing a reorganization.
- FTFAC has already recommended the Librarian position.

**In addition to the recommended full-time Librarian position, PRAC recommends moving 1.0 FTE from Music Library person who is retiring to the Library. In addition, the PRAC endorses the Library reorganization.**
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
- Hold for a future meeting.

Instructional Equipment
- Hold for a future meeting.

Professional Development
- Hold for a future meeting.

Other
- Updated Timeline for Program Review from 2015 through 2018 distributed.

Meeting Wrap Up/Assignments
- Next meeting is May 12, 2:00-4:00.