Planning & Resource Allocation Committee

April 6, 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, Mike Irvine, Peggy Isozaki, Sara McKinnon, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Chialin Hsieh, Patrick Kelly, Sara Lefkowitz, Nathaniel Parker

Welcome/Announcements
- No announcements.

Agenda Review
- Agenda approved. Add: Timeline for Budget Development

Minutes
- Minutes of March 23 meeting approved with Peggy changes re: Budget.

Budget Update
Peggy Isozaki
- Looking closer at expense items after 3d quarter.
  - Expenses won’t come in as high as had anticipated.
  - Some salary savings; positions budgeted but not filled.
  - Reserve about 9 1/2 % with deficit of $600,000 and $700,000.

Review PRAC’s Timeline
- Integrated Planning Timeline for Program Review and Resource Allocations distributed.
- March 9 to March 30, PRAC was to review rankings and make recommendations. We are behind.
- Business office has own budget building timeline not connected to this one.
- Committees are making rankings but have not yet submitted to PRAC.
- Our next meeting is April 27. Devote to review rankings and make recommendations.
  - Technology
  - Instructional Equipment
  - Staffing
  - Supplies
  - Facilities will be addressed at later date.
- Recommendations go to President.
- Approve most on April 27. Memo to President on April 28.
- Jon Gudmundsson working on supplies piece. Nick will follow-up with Jon.

Survey of Community College Budget Cuts
- Single and Multiple College Districts Survey 2009-2010 document distributed and reviewed.
  - Some faculty members try to protect other faculty by taking voluntary cuts; furloughs; group effort.
  - State legislature says don’t cut across programs; rather cut in Lifelong Learning.
  - State interested in proportionality of units in PE, Art, Dance.
- Don’t want state legislature getting involved in our process to make possible reductions.
Technology Plan (distributed)

Mike Irvine

- Added Strategic Initiative 17.
- Added staffing on page 9.
- Page 14: added priorities. Bottom paragraph things we can do without additional funds.
- Strategic Initiative 3: Distance Ed:
  - DETAL listed items
- Strategic Initiative 6: must do accessibility study.
- Strategic Initiative 9: administration software needs: DegreeWorks and R-25.
- Plan needs to be reviewed each year.
- Did not address staffing cost because did not think funds available.
- Strategic Initiative 10: computer replacement plan; cost of $250,000
- Thanks to Michael and Tech Committee: Alice Dieli, Marshall, Ed and others on committee.
- Good road map for college to see how can implement this plan. Maybe some of this can be funded by Bond.
- If we had $500,000, how much is ongoing expense or how much is one time item. For instance: can we put in new phone system with bond money?
- Nick will meet with AI and Marshall to discuss implementation plan so there is some response to plan and response to WASC. Then:
  - Come back to PRAC with recommendations resulting from meeting.
  - PRAC is asking for some delineation of different sources of funding.

Discussion

- Look at what is most essential and important; don’t assume we don’t have funds.
- Put in recommendation for programmer.
- PRAC can approve and can say give priority to staffing in essential areas.

PRAC recommends approval of the entire Technology Plan with the understanding that the first priority is staffing necessary to implement the plan.

Survey re: Instructional Specialists Program Review

Win Cottle; Sara McKinnon

- Yolanda spoke with new director of PRIE re: survey to obtain reliable data.
- Nick will send letter to 2 departments telling them we are doing this survey and want input on questions.
  - Expect follow-up report about ISs (English and English Skills) completed by December 2010.
  - As result of responses to survey questions, prepare report.
  - Report from both departments and reps from PRAC.
  - Yolanda will work with Win on report.
- Wait until early fall to distribute survey.
- Survey should go out in early September.

Administrative Program Review

- Ed Buckley still working on wrapping up. Consolidate and establish priority list.
  - Bring back as information item to PRAC.
  - Maintenance and Operations list shows up in this.
  - Address this on May 11.

Committees

Ed Planning Committee

- Nothing to report.
Facilities Planning Committee
- Have not arrived at plan.
- Nick and Yolanda sent memo to Facilities Committee from PRAC that requested a long term facilities maintenance plan. Committee should at least provide outline of plan.
- Committee should present plan outline to PRAC on April 27 for discussion.
- Produce outline by May 11.
- Board made recommendation that savings from utility costs from new buildings should go into maintenance.

Instructional Equipment Committee
- Committee meets tomorrow.
- More complicated task because parallel equipment planning tracks so looking at different lists.
  - Modernization: Some same requests show up in IE.
  - Most items requested through PR can be paid via modernization. For instance:
    - Science
    - Fine Arts
  - Lighting and rigging requests for Performing Arts need to be addressed.

Technology Committee
- Mike Irvine presented final draft of Technology Plan (see above).

Meeting Wrap Up/Assignments
- Next meetings are: April 27 and May 11.
- Send documents to David for posting re: WASC self-study.
- Carol will look for minutes to back up bullet above re facilities.
- Nick will check with Jon re: status of supplies table he is working on; linking supplies allocation with WSCH. It is data not recommendation.
- Meeting: Sara, Jon, Yolanda, Nick to meet before April 27 meeting.
- Tech Plan report from Nick at April 27 resulting from meeting with Al and Marshall.
- Nick send memo to English departments.
- May 11 meeting: look at Administrative Program Review.