Planning & Resource Allocation Committee

August 24, 2010
2:00-3:30, AC 108
Minutes

Present: Nick Chang (Co-Chair), Ron Gaiz, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Yolanda Bellisimo, Tom Burke, Jon Gudmundsson, Patrick Kelly, Michele Martinisi
Others Present: Charles Lacy

Welcome/Announcements

Review of Committee Makeup
- Classified representatives are Tom Burke, Jon Gudmundsson, Mike Irvine.
- Unsure of student representative.
- Faculty representatives are co-chair Sara McKinnon, Ron Gaiz, Sara Lefkowitz, Win Cottle, Michele Martinisi for sure. Yolanda Bellisimo, former co-chair, would like to stay but has class conflict. Patrick Kelly is tentative.
- Co-chair, McKinnon, asked for volunteers for committees this week; must be accepted by Senate; will keep us informed.
- Administrative representatives are: Nick Chang co-chair, David Snyder, Nanda Schorske, Peggy Isozaki. President will decide upon the administrative appointments. Composition calls for only 3 administrators.
- Marshall Northcott (informal) and Chialin Hsieh (formal) are staff resources.

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 11 meeting approved.

Supplies, Equipment, and Subscription Recommendations
(After assessment of 2009-2010 Program Reviews)

Review of Supplies Handout (distributed)
- Jon, Peggy, Sara worked hard to analyze supplies spending pattern of departments; difficult to track and difficult determining baseline budget. (Prop 20 funds were mixed in.) They were looking at lecture classes.
- This handout is non Prop 20 funds only, lecture classes. Looked at supplies in terms of amount per WSCH (11000-43000 accounts).
  - Trying to equalize disciplines.
  - Saw inconsistencies between departments without factors to account for difference: Example: discipline (lecture) and another may have different supplies budgets even though WSCH and method of delivery same.
  - Example of discrepancy: BEHS allocated 1.50 per WSCH. Math allocated .09 per WSCH.
- Lecture classes get formula that does not include Prop 20, lab/shop.
- People with higher WSCH have more funds so more flexibility in terms of spending.
- Formula would be used for 2011-2012 fiscal year.

Equipment Budget
- No more rolling over equipment budget each year.
- Using annual mini program review to justify equipment requests. All start with 0 unless have grant; must justify (2010-2011).
People did PRs differently. Crucial thing is clarity around what Program Review is supposed to cover. This must be clearly disseminated to all.

English has lab and has to buy computers. Budget reduced this year. They also pay for individual subscriptions for Turn-it-In, $400-$500. If had computer replacement plan, could take that out of mix.

- District needs to have plan for replacements so don’t ask department to pay for items that don’t have budget for.
- Technology Plan contains a provision for a Computer Replacement Plan.

BOS has lab it supports, but uses CIS money to support BOS.

Software budget has to have whole different plan.

Suggest fund for unexpected items that arise.

**Subscriptions**

- We need to pay special attention to essential recurring costs like subscriptions, databases, software. Also need an inventory. Example: ArtSTOR.
  - Look at subscriptions. Are they used within a department? Are they college wide?
- Some departments do not have funds for software and subscriptions.
- Blackboard is used by college and funded via Learning Resources.
- Need process and system that tracks software.
- Suggest pulling software out of supplies.

**Committee Recommendations**

1. **Supplies:** Use formula based process to determine supplies budget allocations for lecture disciplines. (Refer to supplies spreadsheet handout.)

2. **Equipment:** Funds formerly rolled over from department will no longer be available in next budget (2011-2012). Departments/disciplines will have to utilize Program Review process for equipment requests and will need to justify those requests.

3. **Subscriptions Etc.** The cost of ongoing magazine, database subscriptions, and/or software renewal should be inventoried. A system must be developed to ensure, in the long term, that these items are funded.

4. **Library Databases:** Requests that $24,242 be added to the Library budget to make up the difference to cover the cost of Library databases essential to the Library's function. All of this money should come out of the General Fund rather than relying on T-tip funds that have dried up. (Refer to memo from PRAC to Superintendent/President Harrison, dated August 2, 2010.)

**2010 Full-time Faculty Recommendations**

**(Memo distributed)**

- Last spring PRAC recommended classified staff positions; went to district who took some action. Under consideration now are 2010 Full-time faculty position recommendations.
- Handout, dated July 9, 2010, is memo from PRAC subcommittee for full-time faculty needs. Subcommittee was comprised of Sara McKinnon, Yolanda Bellisimo, Michele Martinisi.
- Suggest include HR Dean in conversation.
  - These are only recommendations. Dean of HR will be included at later date.
- Looking at full-time faculty positions in groupings:
  - **Group 1:**
    - Medical Assisting: Replace Carol Lacy
    - Library: Replace Librarian position vacated by Matthew Priewe
  - **Group 2:**
    - English
    - English Skills (specifically, a Reading Specialist)
    - Spanish plus Italian or French.
  - **Group 3:**
Planning & Resource Allocation Committee

- Biology
- Chemistry
- Credit ESL

- Justifications were made in program review.
- Biology and Chemistry are growing programs; difficult to find part-timers to cover classes.
- Credit ESL; lost several faculty; down to 2. No full-time hires since 1992.
- Suggestions by Dean of Arts & Humanities about Modern Language needs.
- Recommendations are for 2011-2012.

Committee Recommendations
Recommending faculty positions as outlined in July 9, 2010 memo:
- Group 1: Medical Assisting (replacing Carol Lacy), and Librarian would go into effect as of spring 2011.
- Groups 2 and 3 would be hired in 2011-2012.

Program Revitalization Process (Status)
Sara McKinnon
- In May, PRAC recommended that AUTO, FILM, Journalism undergo program revitalization.
- Yolanda, Sara, Blaze pulled out revitalization section of Board Administrative Procedures (AP) to make less onerous on department and to clarify who does what.
  - Draft copy has been prepared and will go to Academic Senate this week; will follow-up at future PRAC meeting.
- Idea is Program Review Committee of the Senate would read entire Program Review and give recommendations to Senate, then to PRAC, then to subcommittee. During that process, if discipline appears in danger, needs help, would be recommendation after first speaking with those in discipline.
- Computer Science underwent revitalization. As a result, program has gone from 16 to 60 students, so good possibilities as long as faculty see that goal is trying to make better program.

Progress Reports and Subcommittee Reports
Strategic Plan Progress Update (handout) Chialin Hsieh
- Past year working on strategic plan. This is report back on progress.
- Integrated planning model is page 2.
- Page 3 is different way to look at planning. Priorities with strategic objectives under each one.
- We have 7 objectives; 22 action steps.
- Page 4 is sample of what is being done or not done.
- Summary report links on page 7.

Action Steps 2009-2012
- New action steps deadline is October 1 before accreditation team visit.

Tech Plan Update, Marshall Northcott
- Renewed contract with Blackboard for one year.
- Initiated 2 software products purchased in 2006, Resource 25 (room and event management), and DegreeWorks, degree audit, matriculation tracking.
  - Both involve OIM to support products.
- Funds ($100,000) allocated to replace some of the lab computers.
- Need to review accessibility; meeting soon to define scope of what it means. (ADA compliance re: accessibility of technology for staff and students.)

PRAC Subcommittees for Future Reports
- Student Access & Success
• Ed Master Plan (revive?)
• Revised integrated planning process for COM being drafted by Ed Buckley and forthcoming.
• Facilities

Other
• Suggest feedback loop after PRAC makes recommendations.
• Tech Plan cited as example of information coming out of PRAC that may not be widely disseminated. (Director of PRIE put on web page.)
  o How to communicate with larger audience; recommendations, feedback, how to advise.
  o Groups or individual can report back to committee.
  o Concern about feedback from President/Superintendent.
  o How let others know our actions and recommendations.
  o If written response, brought to PRAC as response to recommendation.
  o Monday Briefing is good venue.
• Meeting time will stay at 2:00.

Wrap Up
• Send PRAC Fran’s response to 2009-2010 recommendations.