February 9, 2010
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Ed Buckley (Staff Resource), Tom Burke, Nick Chang (Co-Chair), Win Cottle, Ron Gaiz, Peggy Isozaki, Sara McKinnon, Michele Martinisi, Carol Scialli (Staff Resource), David Snyder

Absent: Jon Gudmundsson, Mike Irvine, Patrick Kelly, Sara Lefkowitz, Nathaniel Parker, Nanda Schorske

Welcome/Announcements
• No announcements.

Agenda Review
• Agenda approved.

Minutes
• Minutes of January 26 meeting approved.

Budget
Peggy Isozaki
Review of Budget Assumptions (Handout distributed)
• Property taxes continuing to decline.
• Supplemental property taxes are anticipated at less than half of 2008/2009.
• County looks at what we will be collecting in our fiscal year.
• Enrollment fees projected to increase about $500,000 because of $6.00 fee increase plus increased enrollments.
• Decline of $345,000 in state revenue for PFE.
• $200,000 increase in local revenue for nonresident tuition.
• Impact on Sources of Funds – Summary:
  o Property taxes = $678,000 (minus)
  o Enrollment fees = $559,000 (plus)
  o State revenues = $356,000 (minus)
  o Local revenues = $200,000 (plus)
  o Revenue decrease = $276,000 (minus)
• Expense:
  o Primary impact on use of funds is $512,000 for categorical programs.
  o In process of reviewing other expense projections.
  o Impact on Uses of Funds:
    ▪ Research what is energy loan repayment.
• Updated Sources and Uses of Funds:
  o Deficit is about $593,000 for 2009-2010.
  o Reserve 9.6% for 2009-2010
  o Reserve next year about 7.1% if maintain same level of expenditure
• Other potential impacts: Other Board Priorities
  o Reserves level
  o Unfunded liabilities
  o Employee equity study
  o Contract negotiations
  o Facilities maintenance
Budget Tool
- Review of former budget tool (Legacy). Can we have this type of view in Banner?
  - May be able to do Argos report to present information but would not have drill down information.

PRAC recommends that read only report or budget view (similar to former Legacy budget view) be made available to campus and would like to know timeline when it can be accomplished. Peggy Isozaki and Ed Buckley will follow-up.

Ongoing Costs (Subcommittee to research long-term ongoing departmental expenses) (Documents distributed)
David Snyder
- Subcommittee comprised of David Snyder, Peggy Isozaki, Mike Irvine. Subcommittee is to research long term ongoing departmental expenses. Some target areas identified:
  - Research ongoing licenses, subscriptions, service contracts.
  - Examine how Prop 20 funds are utilized.
  - Examine instructional programs to yield more equitable allocation of funds across programs.
  - Raise materials fees where costs have increased.
- Where go from here? Research:
  - Group programs together, categorize them, and create formula for supplies allocation.
  - Bring back printout of all instructional supplies budgets, including Prop 20 for disciplines. Subcommittee would group into categories.
    - Do figures first, bring to PRAC for discussion.
    - Obtain materials fees list from Cari Torres.

PRAC Recommendation Priorities: Process & Criteria
- Put this on next agenda.

Student Services Program Review
Nick Chang
- Greta will pull non categorical program reviews together.
- Review group would be SAS; then it will come to PRAC.

Program Review Task Force: Instructional Specialists
Win Cottle
- Department requests more time to contribute to document and present feedback. PRAC will allow to March 1 for feedback from the departments on IS Program Review.
- Nick will send e-mail out on behalf of PRAC to those concerned with IS study.

Committees
Ed Planning Committee
- Nothing to report.

Facilities Planning Committee
- Nothing to report.

Instructional Equipment Committee
- Nothing to report.

Technology Committee: Mike Irvine
- Hold for future meeting. Mike not present.
Meeting Wrap Up/Assignments

- Peggy and/or Ed will research read only report or budget view and report back to PRAC.
- Peggy will provide printout of instructional supplies and obtain materials fees list.
- Greta Siegel will report on Student Services Program Review at future meeting.
- Nick will send e-mail to all concerned with IS study to extend feedback deadline to March 1.

Next Meeting Agenda: February 23

- Budget Subcommittee Update
- Status of Program Reviews
- PRAC Recommendation Priorities: Process & Criteria
- Technology Plan Update
- Student Services Program Review Update