Planning & Resource Allocation Committee

February 22, 2011
2:00-3:30 p.m., AC 108

Present: Yolanda Bellisimo, Tom Burke, Barbara David (Substitute Staff Resource) Angelina Duarte (Co-Chair), Ron Gaiz, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Marshall Northcott (Staff Resource), Kathleen Smyth

Absent: Earl Hagstrom, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource)

Guests: Cathy Summa-Wolfe and Maridel Barr

Minutes

Agenda Review
- Agenda approved, with the clarification the bulleted item in #1, Academic Scheduling by Angelina, is a separate issue from the entry above, Integrated Planning Timeline Chronological Schedule by Chialin.

Minutes
- Minutes of February 8, 2011 meeting approved.

Integrated Planning Manual Timeline - Chronological Schedule (Chialin)
- In response to Sara and Yolanda’s request, Chialin produced and presented above-named document which includes all important planning dates (noting six titles span two pages).
- Updating of the document is needed.
- Chialin requested to bring some of the Research Advisory Group’s (RAG) reports to PRAC in the future (referencing page 3, Institutional Effectiveness Outcome Report-Student Achievement).

Angelina agreed to inform Chialin when this request will be added to PRAC’s agenda (adding that Chialin has done an excellent job tracking and planning for the institution).

Academic Scheduling vs. Budget Planning Processes (Angelina)
- Angelina presented the Academic Planning/Budget Planning and Resource Allocation timeline (referencing the summer cuts, how things could have been done better, and the need to learn from the experience).
- Handout illustrates the dissonance between the academic and fiscal timelines (academic one occurs so far in advance; fiscal one gets approved much later). Discussion included:
  - The only budget-related items PRAC can make now would be for spring 2012 or later since the academic decisions for all prior semesters have been finalized.
  - There is a disconnect between unit allocations and the budget.
  - Perhaps budget planning needs to start earlier? When does PRAC get involved? PRAC wants to know how to engage early enough to participate.
  - Can planning involve multiple year budgets?
  - Previous stumbling block cited: How to get the fiscal information earlier?
  - Perhaps PRAC should meet in the summer if necessary?
PRAC needs to make a decision how it is going to influence the budget process.

- People closest to curriculum need to have these discussions – deans had some, but too late; Chairs need to make a sensible blueprint; need to look at budget assumptions and what programs need shoring up.
- PRAC has no context (budget); doesn’t want to set unreal expectations with no idea how much money the college will have;
- Is the plan workable?
- Fiscal is just now working on revenue assumptions; PRAC needs to know them.
- It is too late to incorporate such planning for 2011-12 but not too late for 2012-13.

(Suggestion: Assume we have the same amount as last year and plan for 95% of that, making adjustments as needed.)

It was agreed the institution needs to plan for next year now.

Peggy (with Yolanda’s or small group’s feedback) agreed to determine the best way to present budget information to PRAC at their next March meeting and what PRAC needs to make budget recommendations (which can only impact spring 2012 and later).

(Based upon resulting suggested changes, Chialin may need to make adjustments in the planning handout. Angelina will work with her.)

Status of Last Year’s PRAC Recommendations (Angelina)

- Angelina verbally informed and asked questions about the status of several recommendations from the three sets of PRAC recommendations given to President White and Al Harrison.

Angelina agreed to obtain such responses in writing.

During this discussion, it was recommended to recognize items such as the Math Lab, and others like I, as a budget item (not an additional cost, but ongoing) as part of the planning process.

Peggy’s Letter Responding to Academic Senate Questions Re: Banner (Peggy)

- Peggy presented her response letter of January 19, 2011 to the Academic Senate’s questions along with related budget information, citing questions and answers contained therein.
- It was noted PRAC should remember that Measure C does not pay for Banner forever and needs to plan for those costs accordingly.
- Angelina praised Peggy for her excellent response information.

Computer Replacement Plan (M. Northcott, M. Irvine)

- The Computer Replacement/Rollover Plan was presented and discussed, citing:
  - the lack of money from the state (as compared to the past);
  - the five-year computer replacement recommendation;
  - the replacement priorities (noting 1.A. High Tech is done; and questioned whether 1. Computer Labs or 2. Smart Classrooms should be the highest priority);
  - the need to:
    - implement a system which integrates needs’ assessment for the college’s slightly used equipment;
    - integrate computer-related needs not covered in program reviews into the budget planning process (citing college wide software upgrade needs, etc.);
  - the suggestion to change “we should” to “we will” or “we shall” throughout the document;
the suggestion that IEC should meet to proactively replace computers using lists by age of equipment and by slightly used available equipment (besides just considering new orders);

- the suggestion for the Instructional Equipment Committee to work another month (Phase II) to review and allocate the inventory of slightly used equipment.

**PRAC recommends for Marshall and the Tech Committee to provide an inventory list to PRAC at their next meeting of: a) the slightly used computer equipment available for replacement, and b) computers installed on campus by age.**

It was agreed that Marshall should incorporate costs for college wide projected software (not covered in program reviews) into his own program review since the institution looks to him as their leader to identify these needs.

- **Letter to VP Operations & Director of IT (Sara M.)**
  - Sara’s 2-10-11 letter to Al Harrison on behalf of the Academic Senate re Computer Replacement Plan Implementation (linking it to WASC’s recommendation #8) was distributed.

### Subcommittee Reports

**Technology Planning**

- No report.

**Student Access & Success**

- No report.

**Educational Planning**

- No report.

**Facilities Planning (Laura McCarty; Erik Dunmire)**

Maridel Barr, Administrative Assistant to Director of Modernization Laura McCarty, reported the Facilities Planning Committee made a few minor edits to the committee’s charge (sent to Kathleen Kirkpatrick of GRC) and are looking to find a model for development of a Facilities Master Plan.

- It was questioned if any kind of joint meetings were held with the Educational Planning Group, indicating this is a “must” and that most good plans are tied together.

**Instructional Equipment (Angelina)**

Angelina indicated she would inform the committee that it should consider existing used equipment to meet current needs.

### Other Reports and Updates

- No reports.

### Other

- No reports.

### Meeting Wrap Up/Assignments
• Peggy (with Yolanda’s or small group’s feedback) to determine how best to present budget information to PRAC at their next March meeting and determine what PRAC needs to make budget recommendations (which can only impact spring 2012 and later).
• Angelina agreed to obtain written responses to PRAC’s recommendations.
• Marshall and the Tech Committee will bring back inventory list of slightly used computer equipment and list of computers by age.