Planning & Resource Allocation Committee

March 10, 2015
2:00-3:30
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jason Dunn, Jonathan Eldridge (Co-Chair), Sarah Frye, Peggy Isozaki, Sara McKinnon (Co-Chair), Carol Perez, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Sheila Whitescarver

Absent: Patrick Ekoue-totou, Christina Leimer, Gina Longo, Greg Nelson, Patsy Puertas, Michael Trump

Agenda Review

- Agenda approved.

Minutes

- Minutes of February 24 meeting approved with following edit: Under heading, “CTE Dean,” second bullet should read “Dean position will report to VP of Student Learning & Student Services.”

Program Review – Supplies Requests

Drama

- Part-time Classified Non-Student Hourly (production): increase budget by $3,000 from $9,301 to $12,301.
  - Put this request under staffing requests.
- Postage Budget: Request is for budget increase of $300.
- Printing Budget: Request is for budget increase of $300.
- (Recommend approval of increase of $300 to Drama postage budget and $300 for Drama printing budget.)

Kinesiology and Athletics

- Disinfectant Wipes for Mats budget increase of $2,000. M&O used to pay for these; used by students in weight room for wiping down mats and machines. (C. Torres will ask H. Rank or G. Nelson for guidance on this item before committee makes a decision.)

Program Review – Non-Instructional Requests

Dental

- Ink cartridges for 2 printers and 1 fax machine for yearly replacement; scantrons, for a total of $1,105.
  - S. McKinnon will check current budget to see if this is a budget line increase request.

Library

- (2) New Mitel Superset 4025 telephones, $150 per phone for a total of $300. (S. Frye will check to see if this request is still needed.)

Music

- Wheelchair/Equipment Lift for PA 75, $36,000, for movement between the floor and office levels in PA 75 where there is currently a single staircase. This is an ADA issue. (J. Eldridge will check with L. McCarty re: compliance issue and recommendation how to handle this.)
Planning & Resource Allocation Committee

Program Review – Other Non-Instructional Requests

**Music**
- **Increased budget for mailing** $4,500 from $3,827.48 (difference of $672.52). (S. McKinnon will clarify whether this covers Drama too.)
- **Clean and Repair Sound Board in James Dunn Theatre**, $1,000, one-time cost. (Recommend approval of request)
- **Recruiting/Marketing**, $1,600. (S. McKinnon will check to see if this covers all of Performing Arts.)

**Nursing**
- **Dues and fees for membership in professional healthcare and nursing organizations**, $1,535. No increase requested. These costs are currently funded.
- **ATI TEAS V Test**, $35 per applicant, for a total of $3,500, is already funded.
- **GPA Calculations**, $200 more to cover annual cost of $1,200. This request has been resolved via Enrollment Services.
- **Central Clinical Placement System**, $995, no increase needed
- **Extended warranty contracts for new and existing equipment**, $20,919. (S. McKinnon will check to see if this is covered by a grant.)

**Social Sciences**
- **Fees for UCB Model United Nations Conference**, increase from $1,285 to $1,700. (J. Eldridge will check with ASCOM to see if it will fund this conference each year.)
- **Chairs for upstairs Fusselman Hall Lounge**, $1,500; **Conference table for upstairs Fusselman Hall lobby**, $209. Total is $1,709. (J. Eldridge will research a way to handle this request. G. Nelson is a good resource.)

Program Review – Miscellaneous Instructional Requests

- **Art History**: videos for annual cost of $760.88 (one time cost) (Recommend approval of request)
- **Biology**: Total is $1,063; also used for ELND. (Recommend approval of request)
  - 4 pH sensors at $79/each, $316
  - 1 Adv. Biology lab book, $48
  - 1 O2 Sensor at $188/each
  - 2 PAR Sensors at $189 each, $378
  - 2 Bio chambers, $19 each, $38
  - 1 cap for DO probe, $45
- **Dental materials and supplies**, $2,000 (S. McKinnon will seek clarification on this request.)
- **Drama**: Subscription to Theatre Bay Area, $193 (no increase requested)
- **Geography**: instructional videos and films, $1,000 (S. McKinnon will get clarification on this request.)

Subcommittee Reports

**Technology Planning**
- Meeting with them on Thursday and they will start working on revising the surveys for faculty and staff and a survey for students.

**Student Access & Success**
- Hold for a future meeting.
**Educational Planning**
- Hold for a future meeting.

**Facilities Planning**
- Hold for a future meeting.

**Instructional Equipment**
- First meeting is March 17.

**Professional Development**
- Hold for a future meeting.

**Meeting Wrap Up/Assignments**
- Next meeting is March 24.