Planning & Resource Allocation Committee

March 24, 2015
2:00-3:30
Minutes

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

Absent:  Yolanda Bellisimo, Greg Nelson, Patsy Puertas, Michael Trump

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 10 meeting approved.

Education Advisory Board
- EAB Change Management Consulting Engagement and Preliminary Results documents distributed.
- COM is a member of the Education Advisory Board Community College Leadership Forum. It’s a national organization doing research around higher education with an arm focused on community colleges.
- They have launched into a student success collaborative. We have been approached to be part of the next cohort.
- Collaborative addresses all of the things we constantly have issues around:
  - Helping students navigate in a student friendly manner
  - We aren’t working with much in terms of career planning and are locked into problems and issues.
  - An integrated, coherent approach is lacking.
  - Collaborative is asking us and other community colleges to enter into a comprehensive audit of all services we offer to students. The effort would be led by them and they will help build for us a pilot program. When the program is built out several years ahead, it will take the place of what we have now from a student friendly standpoint.
  - Various constituencies have reviewed this.
  - Idea is to pilot this in about a year with a group of students.
  - Goal is to help students through their experience faster, with fewer issues, and successfully. We also hope to help prevent students from drifting away from college.
- The organization will take time and energy to talk through what we are trying to accomplish, help us connect all the things we are doing, then deliver to students in a way that makes sense.
- The price will be approximately $70,000 to $80,000 once it is built out. Initial cost split over two years is about $100,000. Project would be funded via the SSSP.
- Initial launch would take place this summer.
- If have questions or comments, please send an e-mail to J. Eldridge.

Comments
- Is this a for profit organization? Yes.
- Is the interface an option for students or part of a requirement?
  - It will be integrated into the registration process.
• Students would be more prepared when they meet with counselors.
• The organization was open to hearing our college’s ideas.
• Community colleges using this now?
  o Four others have been working with this.
• Will company provide technological support rather than imposing upon our IT department?
  o They will provide the programming.

Program Review Requests: Follow-up Re: Additional Information Needed

Supplies:

Drama
• Postage budget increase of $300 (Recommend approval of request)

Kinesiology
• Disinfectant wipes for mats budget, $2,000 (C. Torres to confer with H. Rank or G. Nelson for guidance on this matter)

Dental
• Ink cartridges for 2 printers and 1 fax machine for yearly replacement; scantrons, for a total of $1,105.00. (Awaiting clarification)

Dental
• Lab supplies, $500 (Is $170 already there?)

Non-Instructional Equipment:

Library
• (2) New Mitel Superset 4025 telephones, $150 per phone for a total of $300. (Phones are no longer 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 is checking with G. Nelson re: compliance issue and recommendation how to handle this.)

Program Review – Other Non-Instructional Requests

Music
• Increased budget for mailing $4500 from $3,827.48 (difference of $672.52). (S. McKinnon will clarify whether this covers Drama too.)
• Recruiting/Marketing, $1,600. (S. McKinnon will check to see if this covers all of Performing Arts.)

Nursing
• 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 is checking with ASCOM to see if it will fund this conference each year. Still pursuing this request. Full funding hasn’t occurred yet but anticipate this will occur soon.)
• Chairs for upstairs Fusselman Hall Lounge, $1,500; Conference table for upstairs Fusselman Hall lobby, $209. Total is $1,709. (Recommend approval of request. New furniture approved by W. Turner)

Miscellaneous Instructional Requests

Geography
• Instructional videos and films, $1,000 (Already have a supplies budget so request no longer needed)

Dental
• DVDs to update collection, $1,500 (clarified)

Program Review – Complete Non-instructional Requests Missed Last Meeting

Dental
• X-Ray Services contracts, $3,000: (P. Isozaki will clarify.)
• Accreditation annual fee, $1,050

Drama
• Additional storage, $1,000
• Maintenance for sewing machines, $800. Previous cost was $750. (P. Isozaki will clarify whether funds were put in budget.)
• Hazardous waste removal of paint and scenery shops, $200 (Recommend approval of request; health and safety issue)
• Man lift in scene shop needs maintenance, $800 (Has it been done?)

FTFAC Report Back

Behavioral Sciences
• Requesting 3 full-time positions: (1 Anthropology; 2 Psychology)
• Recommend 1 additional full-time faculty member for Psychology.

Communication
• Requesting 1 full-time Journalism instructor
• Hold for final curriculum update and TMC for transfer degree.

Court Reporting
• Requesting 1 full-time position
• Recommend 1 additional full-time faculty member

Drama
• Requesting 1 full-time position to replace W.A. Taylor
• Recommend 1 additional full-timer

Library
• Requesting 1 full-time position
• Recommend 1 additional full-timer

Music
• Requesting 1 more full-timer to make 3 total
• Hold to see outcome of current search.
Social Sciences
- Requesting 1 full-time Economics instructor
- Hold for 1 year to see how additional units and new class pans out

Additional Units Requests
Mathematics
- Move Math 85 to 95 to College Skills (21 units)
  - This requires more conversation.

Music
- Request for 11.91 units
  - MUS 102 and 108 are GE courses; MUS 151 for Transfer Degree; MUS 168 as summer offering
  - More information required
- Per J. Eldridge: Chair has a well thought out plan for his department.

Social Sciences
- Request for 12 units annually (6 for fall; 6 for spring): Ethnic Studies class at IVC and Economics of Development (Recommend approval of request)

Comment:
- Per J. Eldridge: In future, review these requests more holistically before requests even come to PRAC.

Subcommittee Reports
Technology Planning
- Hold for a future meeting.

Student Access & Success
- Hold for a future meeting.

Educational Planning
- Hold for a future meeting.

Facilities Planning
- Hold for a future meeting.

Instructional Equipment
- The IEC had its first meeting on March 17.

Professional Development
- Hold for a future meeting.

Meeting Wrap Up/Assignments
- Next meeting is April 14.