Present: Yolanda Bellisimo, Angelina Duarte (Co-Chair), Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara Leffkowitz, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Nathaniel Parker, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Earl Hagstrom

Others Present: Cathy Summa-Wolfe

Agenda Review
- Agenda approved.

Minutes
- Minutes of February 22 meeting approved with edits.

Announcement
- Ron Gaiz is resigning from PRAC and will devote time as advisor to AGS, a student organization.

Planning Cycle
Chialin Hsieh

Comments:
- Make assumptions as guiding principles despite budget implications for sake of planning.
- Re: Summer unit cuts:
  - Summer is not part of faculty’s full-time load.
  - Department Chairs need to be part of unit distribution decisions.
  - Revenue for summer goes into July fiscal year. Expenses incurred in previous fiscal year.
- Nursing: every course needed, little to cut.

Peggy Isozaki
- Review of Tentative Budget Calendar – Fiscal Year 2011/12 (document distributed).
  - PRAC submits recommendations to Superintendent/President by March 2011.
  - Administrators get direction on part-time unit allocations for inclusion in budgets by discipline by April 2011.
  - Important to connect budget to units.
  - Timeline needs adjustment; will work to have budget timeline fit PRAC timeline.
- Estimated Property Tax Revenues 2011-2012 (document distributed). Last column is 11-12 estimated secured tax revenue for 2011-12, approximately $39,000,000 from Secured Tax Revenue, Unsecured Tax revenue, HOPTR subvention revenue.
- Budget Assumptions 2011/12 (document distributed):
  - Assume total revenue increases by $217,000.
  - Deficit is approximately $1,000,000.
  - Reserve: 8.9% reflects balance in reserve.
  - Our Board’s reserve target is 17%.
  - New needs emerging from Program Reviews will be considered.
PRAC’s charge is to make recommendations on unfunded needs and to eliminate any ending deficit.

• Comments:
  o We are still on the right side of the 50% law. (Must spend 50% of our total expenditures on instruction.)
  o What is impact on students when cutting units? We may have to cut in other areas outside of units.
    ▪ Categorical has suffered cuts already and college has covered those losses at $493,482 cost to district).
  o Transfer In (Out) is Community Services.
  o Question about 5 positions unfilled but funded. Funds are still in budget for people who left this year (December retirements).
  o Look at two part-timers equal one full-time faculty member scenario.
    ▪ Look at places where convert part-time to full-time makes sense.

Budget Development

Areas or Issues Requiring PRAC Recommendations (distributed) (Yolanda Bellisimo)

• Please read through and provide suggestions, comments at next meeting.
• Must address before people leave for summer.
• Peggy, Yolanda, Chialin will meet in meantime.

Accreditation Response Time Line

Plan for Completion of ACCJC Recommendations/Requirements Follow-up Report (document distributed) (Angelina Duarte)

• Critical is timeline, page 2.
• Team will visit and verify accuracy and relevance of report in response to Commission; extent to which we meet standard.
• Purpose is report back to Commission as to what to do next.
• Please review timeline and revisit recommendations to see if areas touch you directly. Think about how to respond.
• Bolded dates represent deadlines to submit report.
• Faculty lead needs to be added under each “responsible party” listed on page 3.
• Identify areas where think it might require resources.

Computer Replacement Plan

Rubrics (Marshall Northcott)

• Nothing to report.

Response to Academic Senate Letter (Marshall Northcott)

• Nothing to report.

Subcommittee Reports

Technology Planning (Mike Irvine)

• Revised (3-4-11) Computer Replacement/Rollover Plan distributed.

Student Access & Success

• Hold for future meeting.

Educational Planning

• Hold for future meeting.

Facilities Planning

• Hold for future meeting.
**Instructional Equipment**
- Committee will begin meeting on March 8 and will report back.

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

**Other Reports & Updates**

**Program Review Update**
- Hold for future meeting.

**SLOs Update**
- Hold for future meeting.

**Next Meeting Agenda**
- Computer Replacement Plan
  - Rubrics (Marshall)
  - Response to Academic Senate Letter (Marshall)
- Areas/Issues Requiring PRAC Recommendations (Yolanda)
- Memo to President Re: Decision-Making Process for 50% Summer School Cuts – President’s Response