Planning & Resource Allocation Committee

May 11, 2010
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Tom Burke, Nick Chang (Co-Chair), Jon Gudmundsson, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Sara McKinnon, Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Ron Gaiz, Patrick Kelly, Sara Lefkowitz, Michele Martinisi, Nathaniel Parker

Others Present: V-Anne Chernock, Erik Dunmire

Welcome/Announcements
- Welcome to Marshall Northcott, Director, Information Technology, new staff resource person.
- Congratulations to Sara McKinnon, newly elected Academic Senate senator.

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 4 meeting approved.

Tracking PRAC's Recommendations
(After assessment of 2009-2010 Program Reviews)
- Recommendations for Programs, Restricted Funds, Unrestricted Funds, and Planning Process for Fiscal Year 2010-2011: Memo will be delivered today to President White from PRAC.
- Recommendations include:
  - Programmatic Recommendations
  - Recommendations for Restricted Funds
  - Recommendations for Unrestricted Funds
  - Recommendations for Planning and Resource Allocation Process
- Question about recommending Theatre position.
- IE modest because funneled requests to grants, Modernization, and Technology Plan.
- Ed Buckley is drafting the evaluation of the Integrated Planning Process.

Supplies (Update)
Sara McKinnon; Jon Gudmundsson
- Review of supplies spreadsheets.
  - Arts and Humanities, Behavioral and Social Sciences, Math, Business, Early Childhood Education, Administration of Justice and Work Experience.
- Made average per WSCH and per load for each department.
- Next step is compare lecture classes with other lecture classes re: consume similar supplies. Variable is WSCH data.
  - Career Technical Education more difficult to assess because labs.
- Fine Arts and Performing Arts missing from information.
  - Next version would include Art, Performing Arts, PE.
- Where is English supplies amount?
- Notice discrepancy between Behavioral Sciences and Social Sciences and supplies funding.
- Remember that Dean or Chair developed budget.
  - We are trying to help them with rationale when developing budget.
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- Prop 20 money is important for purposes of long term planning.
- Career programs must plan and planning reflected in Program Review. Unless have Program Review justification cannot receive funds.
- How do we know real total supplies budget for each department?
- Committee has to determine whether these amounts are acceptable for each department. Trying to even out equipment and supplies budgets across departments.
- Planning drives decision; if people did not ask for funds in their Program Review, they don’t get it.
- Do people know to request rollover supplies budget?
  o Look at PRs and see how funds reflected.
  o Take snapshot; this year everyone didn’t do the same way.
  o Give heads up that in next Program Review must request supplies and justify.
- Music records concerts every semester and use funds at end of semester to buy tapes; this would not be reflected in Program Review.
- BEHS and English are anomalies; maybe just do correction on those two for coming year.
- Sara, Yolanda, Peggy, Nick revisit topic and do more research. Figure out equitable way to distribute supplies money; remainder turned over to lab classes that have justified increased spending in their Program Reviews. In future, Program Review template will include prompt for individuals to request supplies funds as a total amount and not by item.

Facilities Plan
V-Anne Chernock; Erik Dunmire
Facilities Plan for Resource Allocation Requests; Deferred Maintenance Projects Priorities
2010/2011 document distributed

- Developed parameters, definitions, processes because no funds.
- Defined what types of facilities requests:
  o Capital construction
  o Deferred
  o Routine maintenance
  o Preventive maintenance
- Energy savings realized from completion of bond projects will be earmarked by Board for preventive and routine maintenance on bond-completed facilities.
- Findings:
  o No definite plan from Board for IVC buildings not covered by bond.
  o Bolinas Marine Lab and Austin Science depend on Board decisions.
  o LRC has structural issues; major retrofit estimated at $18 million or higher.
  o Work scopes addressing accessibility, safety, security have top priority.
  o No funding 2010/2011 fiscal year so no major projects can be recommended.
  o Identify FF&E (non-instructional).
  o M&O needs way to document work requests. Cannot accept phone requests.
  o Allocation of resources must be re-prioritized on case-by-case basis when funds available.
  o Increase M&O budget.
- Total cost of ownership is administrative level (Operations). No timeline available. Really M&O issue.
- New Academic Center user meetings (3) are commencing.
- Comments:
  o What is process of getting information to Board to address facilities issues like planning for IVC?
  o Should come via program providing request and justification to VP who brings to Board?
  o Would like outline and timeline re: Total Cost of Ownership.
  o Thanks to V-Anne and Erik for report and plan.
Auto Tech & Court Reporting Programs Revitalization: Timelines

_Nanda Schorske_

- Focus on opportunity to revitalize program.
- Begin this summer; will announce to advisory board and will engage them in active role as well as working with neighboring programs for advice.
- Talk to current and previous students for valuable information re: what is useful or not.
- Engaged collaboration of partners.
- Court Reporting full-time faculty member is retiring.
- Launch this summer with Auto Tech.
- Move with Court Reporting in fall; use model used for ELND to implement.
- Will provide timeline in fall.

Film/Journalism Program Revitalization

_Memo distributed from Bonnie Borenstein, Department Chair_

- Benefit to COM to combine resources of Film and Journalism programs to make more attractive to students.
- Ideas and timeline provided with memo.
- Focused on restructuring of film/video and journalism programs. Use sabbatical to arrive at ideas and return with ideas.

Wrap Up

- PRAC will receive e-mail re: supplies.
- Recommendations have gone to President for the year.
- Thanks for Tech Plan.
- Thanks for supplies charts.
- We need status report in fall of recommendations submitted on May 11, 2010.

Next Meeting Agenda

- Status report of May 11 recommendations submitted to President