May 17, 2011
2:00-4:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemon Bergstrom-Wood (for Nathaniel Parker), Tom Burke, Angelina Duarte (Co-Chair), Mike Irvine, Peggy Isozaki, Sara Lefkowitz, Sara McKinnon (Co-Chair), Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Jon Gudmundsson, Earl Hagstrom, Chialin Hsieh, Michele Martinisi, Marshall Northcott, Nanda Schorske

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 10 meeting approved as amended.
- Under Strategic Objectives Report by K. Kirkpatrick, change “shard” to “shared.”
- Under progress report for Marshall Northcott, delete “.” before last bullet.

Reducing the Deficit
Draft PRAC Recommendations May 2011 (distributed)
Guiding Principle: College Mission, goals, and data should guide budget reductions for both discipline allocations and student services.
- Databases/Library Subscriptions, Software Licenses:
  - Recommend Library database paid in fall of each year.
  - District centralize and standardize payments for all databases, licenses, and software upgrades in a timely manner.
- Other requests without a home:
  - Health Center: requests for software program ($1,670); 2 computers ($1,500 each); online drug and alcohol orientation ($1,000). Recommend 1 computer.
  - Outreach: supplies and materials totaling $7,800.
  - Counseling: annual user fees for student support; need $984 more plus $3,000 for College Source.
  - Student Affairs: Student Handbook, additional $2,000.
  - Nursing: membership cost increases:
    - Cost went up $250 for membership.
    - CCPS: add $995 augmentation for scheduling hospital rotations.
    - Warranties for simulators for $9,280 (life size mannequins offsets clinical); grant ends May 2012.
  - Biology:
    - Contract services increase in funds, $3,174. What is time frame? Bond should cover.
    - Slides, $2,500.

Additional Requests Outside IEC
- Total ($31,153.00) is from Health Center and down on list.
- Total of all requests being considered is about $400,000.

Comments
- Banner is not on this list; baseline needs for Student Success.
- Testing/Assessment needs better computers.
• **Orientation:** we only have online; not acceptable (involves Counselors so expensive). This is part of Matriculation planning.

**Recommendations from Instructional Equipment Committee**

- Last year $25,000 was recommended and approved.
- This year:
  - Software is about $16,000.
  - Hardware is about $5,400.
  - IE is about $34,000.
  - Total is about $56,000.
  - IE requests totaled $643,000 at start. Then, separated out Bond funded items.
  - At final IEC meeting on May 25 committee will discuss refined process and procedures for review and prioritization of requests.

**Computer Replacement Plan (CRP)**

- Suggest that March 4, 2011 CRP be implemented with an initial one year pilot using $100,000 to test the procedures and analyze viability of plan.
- Suggest that replacement computers installed in a timely manner.
- President interested in finding out total of college funds spent on Bond related activity and recoup those funds.
- Question about $100,000 allocated for Moodle Migration, lab replacement, district wireless. Where did these funds come from and how was it spent? Were these Bond funds?

**Staffing**

- Equity Study: President is currently reviewing to develop possible strategies for addressing it.
- Health Sciences administrative assistant at IVC has been requested for 3 years. This would be a new position.
- Defer full-time Museum Tech and full-time Theatre Manager position until construction is completed.
- Hourly funding for student ambassadors.
- Expand Transfer Center Tech from 11-12 months.
- 10-month PE student Athletic Academic Support Coordinator (funded by EEIF in past); needs clarification.
- Increase 9 assistant coaches’ stipends by $3,750/month and put on 10-month contracts. (Is this an item for PRAC?) Defer for now.

**DISCUSSION RE: STRATEGIES FOR SAVINGS OR REALLOCATIONS:**

**Background Information**

- $725,000 is our deficit and includes $100,000 subtracted from legal fees. Includes Board election, $280,000.
- $2.1 million over if want to fund all of these items.
- Travel and conference is $129,970. PAC is separated out ($30,000).
- Supplies and materials is about $602,471.
- Spring and summer 2012 unit allocations remain the same.
- Part-time budget will exceed budget by $500,000 this year. Need baseline dollar amount for 2011-2012.
- DSPE reductions currently under consideration: proposed cuts will range from $175,000 to $200,000 net savings to college.
- **Community Ed:**
  - Lost revenue in part because of Modernization.
  - Intensive English program is being cut about 25% next year.

**Committee Arrived at These Possible Strategies for Savings or Reallocations**
• Ask for $500,000 from reserve, $280,000 of it for Board election.
  o $220,000 to offset student success related items like College Source (transfer tool).
  o DE position.
  o Enhanced student support services IVC and KTD.
• Concurrently enrolled students: Charging high school students would bring in about $116,000 per Dean of Enrollment. Recommend review of this policy and procedure so can charge high school students a fee for taking courses at COM. Implement by fall 2011 or no later than spring 2012.
• Enforce our registration policies to collect funds owed.
• Travel/Conference: review how these funds were spent in 09-10 and cut where appropriate.
• Summer and fall schedules: combine printing of these two semesters to save on printing cost.
• International Students: build program to increase revenues? (Students charged $198 per unit.)
• Fundraising opportunities, development plan.
• Review rental fees on pool, gym, and other facilities with intent to truly recover costs.

Subcommittee Reports
Technology Planning
• Nothing to report.

Student Access & Success
• Angelina will bring work plan from Student Success Work Group.

Educational Planning
• Nothing to report.

Facilities Planning
• Nothing to report.

Instructional Equipment
• Nothing to report.

Professional Development
• Nothing to report.

Other Reports & Updates
SLOs Update
• Nothing to report.

Math Units Request
• Nothing to report.

Other
Matriculation
• Nothing to report.

Planning Evaluation/Surveys
• Hold for future meeting.

Meeting Wrap Up/Assignments
• Angelina will forward IEC process/procedures changes to PRAC after IEC final meeting on May 25.
• Angelina will follow-up re: concurrently enrolled students and Board policy.
• Angelina will check with Dean of Enrollment re: fees outstanding.
• Peggy will follow-up re: how $100,000 spent for Moodle migration etc.
• Peggy will look at 09-10 budget re: travel expenditures by department.
• Sara M. will bring revised list of recommendations revised cost spreadsheet to next meeting.
• Sara M. will follow-up with Cathy S. re: combining summer and fall schedules.

Next Meeting: May 24, 2:00-4:00
• Final Recommendations