Planning & Resource Allocation Committee

May 19, 2015
2:00-4:00
Minutes

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

Others Present: Kristina Combs

Absent: Gina Cullen, Patrick Ekoue-totou, Gina Longo, Greg Nelson, Carol Perez, Patsy Puertas, Nanda Schorske, Michael Trump, Sheila Whitescarver

Agenda Review

- Agenda approved.

Minutes

- Minutes of May 12 meeting approved.

Recommendation for Refillable White Board Markers: Sara McKinnon

- This was in PRAC’s recommendations when the new Science/Math/Nursing building opened. Funds covered the pens this year but the issue is how this will be handled in future years. (Refer to P. Kelly e-mail.) A permanent increase from $800 to $1,300 is requested to cover this yearly expense. This will cover all refillable pens for departments under Dean C. Hernandez’s purview.
- In future, a centralized supplies plan will be put into place.
- Note: The new building (Academic Center) will also have whiteboards. We should consider the additional needs for this building as well.

Prop 20 Supplies Funds: Peggy Isozaki

- P. Isozaki is requesting authorization to transfer Prop 20 (Lottery Instructional Supplies) funds to departments.
- Organizational budget status report distributed showing what departments spent year to date.

PRAC recommends authorization to transfer Prop 20 funds to departments July 1. PRAC recommends that the Prop 20 allocation structure as well as the cumulative surplus be reviewed in the fall for possible restructuring. PRAC also recommends reviewing the unrestricted supplies budgets and how they are allocated.

Human Resources Reorganization: Kristina Combs

- Nekoda (Nikki) Harris, Assistant Director of Human Resources, an interim contract appointment, will begin in July. The position may be posted after one year. She will manage employment classification and key work around HR operations and implementing technologies to provide better services to all at COM.
- Since there were two full-time staff retirements, there will be no additional FTE.
- The following are HR position upgrades:
  - K. Gisle and J. Breakstone will be reclassified from Human Resources Technicians to Employment Services Coordinators.
  - P. Tesler, currently an hourly, will become a permanent HR Technician.
L. Lee, will go from .53 to .8 through salary savings. She will be reclassified from Human Resources Technician to Human Resources Technician II.

C. Lehua will manage employee and labor relations, and supervise (2) FTE.

D. Kinka will move from Human Resources Operations Supervisor to Senior Human Resources Analyst (C. Muldowney’s position (faculty relations).

K. Combs will send out a notice regarding staffing changes and reporting responsibilities.

Final Memo to President: Sara McKinnon

- Page 1 is an overview.
- Page 2: IEC recommendations.
- Page 3: Instructional Software recommendations and Library Online Subscriptions.
- Page 4: One time requests and Ongoing Requests.
- Page 5: Additional Unit Requests and Full-time Faculty Recommendations.
- S. McKinnon will make revisions to the memo as discussed and forward memo to the President.

Student Access & Success Committee Memo: Sara McKinnon

- Review of memo distributed regarding Student Access Data from Program Reviews.
- Themes evident in Program Reviews are student preparation, transportation and student support services.
- Recurring themes are issue of instructional specialists and tutors across the college. Study of IS’s and DT’s across the college is needed.
- PRAC is forwarding SAS memo to President.
- Find ways to get faculty to use COM CARES more.

PRAC endorses the SAS Recommendations.

Report Backs: Sara McKinnon

Areas That Received Allocations for IE Last Year: Review of Report Backs: Please see attachment.

Turnitin
- Faculty using it: 68
- Student users: 1,637
- Assignments: 351
- Number of courses using it: 129

Art: Photography
- Besseler enlargers
- Condenser and baseboard

Auto: CTE & ACRT
- Autoland Scientech Scan Tool
- Plasma CAM CNC Plasma Cutter
- Brake Drum Lathe
- X-431 GDS Modular PC Scan Tool

Biology:
- 24 Cole-Parmer High Power Stereo Zoom Microscope
• Original scopes ordered were discontinued. New ones were ordered so postponing report to a future date.

**Drama**
• Viking Sapphire Sewing Machine
• D60’s Lights
• Table Saw Guard
• Table Saw Dust Collector

**Modern Languages**
• Webcams used for global exchange assignments

**Anthropology**
• Hominid Casts (Bones)

**Social Science**
• Laptop

**Chemistry**
• Melting Point Systems
• IR Instrument

**Kinesiology**
• Cybex FT-360 Functional Trainer
• 3 Nordic Track Elite Elliptical

**Library**
• Updated print collection
• ARTstor
• Gale databases
• LibGuides
• Removal of broken and outdated furniture
• New computer tables and chairs
• Study carrels, tables, chairs, sofas
• Computers
• New carpets in faculty and director’s offices
• New flooring, paint
• Dry erase boards for group study rooms

**Subcommittee Reports**

**Technology Planning**
• Nothing to report.

**Student Access & Success**
• Nothing to report.

**Educational Planning**
Planning & Resource Allocation Committee

- Nothing to report.

**Facilities Planning**
- Nothing to report.

**Instructional Equipment**
- Nothing to report.

**Professional Development**
- Nothing to report.