Planning & Resource Allocation Committee

May 24, 2011
2:00-4:30, AC 108
Minutes

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

Absent: Earl Hagstrom
Others Present: Bob Balestreri

Agenda Review
- Agenda approved. Add: Math/Unit Request; ECE Courses

Minutes
- Minutes of May 17 meeting approved.

Matriculation
Angelina Duarte
Student Access and Success Work Team (3/20/11) Spreadsheet distributed
- Matriculation services needed to be built to encompass student equity, Basic Skills Initiative, and all initiatives to enhance student success and need centralized way to do this. A work plan to reinstate services was needed.
- There is much work to be done by Student Access and Success Work Team. This does not replace the Student Access and Success subcommittee. The Work Team can report to the SAS group who can do their business using Work Team's work.
- Looking across table are components of Matriculation with addition of Outreach.
- Reading down, first section is Status of where we are; levels of staffing and what they need to do.
- Under each component there will be work plans and timelines to carry out the work.
- Involves everyone on campus to enhance student success. Some things we'll be doing in budget support this.
- These are services offered to students (7,000 plus at COM). Strategy is to offer services to students attending college for first time. This would be close to 800 students. Everything must be in place to guide them through pipeline.

Planning Process Evaluation
Summary of Information Being Gathered (Chialin Hsieh)
- Planning Process Assessments Results: Summary of data
  o What is working? Why is it working and what can we celebrate?
  o What is not working.
- Planning Process Survey, May 2011
  o About 80-90 people, 25% responded.
  o Celebrate number 6: The planning process involves participatory governance committees whose members include students, classified staff, faculty, and administrators.
  o Celebrate number 8: I know that PRIE means the office of Planning, Research and Institutional Effectiveness and the college's research function is part of it.
  o Celebrate number 9: The College has identified quantitative and qualitative data and is using it for planning.
  o Needs improvement, number 3: The mission and these institutional plans have an effect on budget allocation.
Needs improvement, number 11: The College is using the results of Student Learning Outcome Assessment for planning and resource allocation.

Needs improvement, number 12: The College effectively uses the results of program review in most areas of planning.

- **Program Review Process Survey April 2011**
  - Celebrate number 1: The College has a program review process in place for instructional, student services and administrative review.
  - Celebrate number 2: Program Review is done regularly.
  - Celebrate number 3: The leadership groups (Administration, Academic Senate, etc.) of the College accept responsibility for developing a framework for program review.
  - Needs improvement, number 4: Appropriate resources are allocated to conducting program review of meaningful quality.
  - Needs improvement, number 6: Program Review participants in my area discuss the results of our program review as part of a dialog on our program’s effectiveness.
  - Needs improvement, number 11: Overall, the College effectively uses the results of program review.

- **SLOs Process Survey, May 2011**
  - Celebrate number 1: I am aware of the five college wide Student Learning Outcomes (SLOs).
  - Celebrate number 2: The Academic Senate and the Curriculum Committee are supporting the development of course-level and degree-level SLOs.
  - Celebrate number 5: I put course-level SLOs in my syllabus.
  - Needs improvement, number 11: My student service area has assessed our SLOs.
  - Needs improvement, number 12: My student service area has written division-level SLOs.
  - Needs improvement, number 13: My student service area has assessed division-level SLOs.

**Comments**

- Deeper discussion needed by PRAC to develop strategy to celebrate strengths and what to do about areas needing improvement. Results should go to SLOs group and Student Services group; constituents need to review.
  - Should be expectation from PRAC that there be formal communication to SAS group re: status. SAS Chair should provide update to PRAC.
  - It is responsibility of SAS Chair to call meetings and meet standards established by GRC.
  - GRC concerned that SAS does not meet.
  - Write to SAS Chair, cc: GRC because they are auditing body.

**Final Recommendations**

**Faculty Hires (Angelina Duarte)**

- Requested 22 positions and met with Dean of HR and VP of Operations who supported the hiring of 21 out of 22 positions.
- DE position will be combined with one of English positions. DE will be one-half and English one-half, a split full-time permanent position for fall 2011. English would get 2.5 FTE.
- Hoping to get permission from President to inform Department Chairs that we will have these positions. Chairs requesting positions will need to develop hiring strategy and may need to meet this summer.
- The hiring process will be a big task for Human Resources because it involves 15 searches that may have to be done in two phases.
- If we go with two phases, need to think about who will decide on which positions to hire first. Some positions are mandated or strongly support WASC recommendations.
- FTFAC group will work on this.
Revised PRAC Recommendations List  
Sara McKinnon

- Add $9,690 next to Face-to-Face Orientations.
- Add $7,500 to Banner Programming.
- Full-time faculty positions are cost neutral except for Distance Ed .5 (approximately $50,000).
- Equity Study: PRAC needs to make recommendation to not ignore the Study. As college does reorganization in various areas of institution, Study should be referred to.
  - Cost to fulfill Study’s findings is $700,000.
  - Certain individuals are highly underpaid. If wait until one area is reorganized, they will never be paid.
- Combining Summer and Fall Schedule: Per Annie R. would probably come out as same cost.
  - Try post card reminder about summer schedule.
- Discussion about termination of database contract with Dominican.
  - PRAC has forwarded to administration for 4 years that this is a problem.
  - Librarians have been informing Director and nothing being done.
  - Explore possibility of MarinNet.
  - Include $12,000 for server and upgrade software under Other with a high priority so have a placeholder.
- Requests and Recommendations:
  - Instructional Equipment: $55,210
  - Student Success Initiative: $88,304
  - Staffing: $106,817
  - Other Requests: $58,696
  - Computer Replacement Plan: $100,000
  - Grand Total New Requests: $409,027

Computer Replacement Plan (Angelina Duarte)  
Proposal/Idea for funding plan ($100,000)

- If we cut 17 units across departments per semester, we could have $100,000 ongoing to replace our computer equipment.
  - Propose lose 17 units per semester or 34 units per year for a guarantee of $100,000 for computer replacement for student/faculty support. This is less than 1% of total units.
  - Would proposed idea to Chairs to see if they would endorse concept. If Chairs do not agree to it, we’ll forget idea. If yes, would be huge help to provide technical support services we need.
  - Recommendation would be with consent and full participation of Chairs to determine where and how to cut.
  - Note: Because Instructional Equipment is on the wrong side of the 50% law, this item has been rescinded.

Comments Re: Computer Replacement Plan Idea

- What is it going to cost me? Chairs would have to know how 34 units distributed across programs. Would have to be an equitable and fair distribution.
- What if an individual department has ideas of how to cut? Why couldn't department make decision? Maybe offer option i.e., your department has to cut $3,000 and can do it with units, or supplies, etc.
- If talk about funding a Computer Replacement Plan, have to talk about process by which people can evaluate own budgets and make recommendations about how budget managers would reduce their budgets. Budget managers working with Chairs and faculty; how spending money and what types of decisions.
- Suggestion: take 1% of operational budget. Per Peggy: This would amount to $455,167; includes entire budget, including salaries and benefits.
Recommendations: Strategies for Savings

- Charge concurrently enrolled students for a total of $100,000.
- Tuition payment timeline: Recommend enforce registration payment rules. No deferral of payments except through payment plan procedure. When student registers, pay in full or choose payment plan (Net/Net).
- Recommend taking $500,000 from reserve to pay for one time expenses:
  - Board election: $280,000.
  - Student Success Initiative: $77,460.
  - DE: $34,000.
- Re-evaluate distribution of rental fees and increase by 5%. Income to college put into facilities upkeep and maintenance. Also, re-evaluate distribution of rental fees between Community Services and COM.
- Travel and conference: $30,000 (PAC)
  - Look at how spending resources in travel and conference.
  - Subcommittee review and make recommendation to cut.
- Legal costs: Cut an additional $50,000.
- Possible DSPS reductions: $175,000.
- Add all suggested cuts = $825,000.
- Possible $100,000 from Chairs (units) for Computer Replacement Plan.
- Per Peggy: Whole budget gets built in. What does committee want to do? Instructions to departments about what budget will be.
  - Count on 50% of total of last year’s discretionary budget input until August.
  - Do same as last year with lottery funds.

Subcommittee Reports

Technology Planning
- Nothing to report.

Student Access & Success
- See discussion above re: Matriculation.

Educational Planning
- Nothing to report.

Facilities Planning
- Nothing to report.

Instructional Equipment
- IEC will meet on May 25 and will review draft of changes to IE process for next year.

Professional Development
- Nothing to report.

Other Reports & Updates

SLOs Update
- Nothing to report.

Math Units Request
- Angelina did inform Maula that it was not appropriate for individual faculty members to request additional units from PRAC.
**Meeting Wrap Up/Assignments**

- Angelina: draft directive to SAS re: provide PRAC with update of committee’s activities.
- Yolanda: Bring back recommendations and responses from SLOAC.
- Sara M: Bring back *Program Review* template revision recommendations.
- Chialin: Form Planning group to bring recommendations about planning process back to PRAC.

**Next Meeting (August 23)**

- Agenda item for first meeting is update by SAS.