May 3, 2011
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raymond Bergstrom-Wood (for Nathaniel Parker), Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Staff Resource), Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth

Absent: Tom Burke, Angelina Duarte, Earl Hagstrom, Chialin Hsieh, Sara Lefkowitz
Others Present: Linda Beam

Agenda Review
- Agenda approved.

Minutes
- Minutes of April 26 meeting approved.

Budget Development

Equity Study
- Hold for future meeting.

Distance Education – Infrastructure distributed (refers to Item (A) on Recommendation List)

Immediate Needs:
- 8 units for summer to get Moodle migration accomplished, $24,000.
- Phase 3 is for faculty training, $6,000.

2011-12
- FT/Temp faculty for two semesters fall/spring.
  - Creating a department with an advocate.
  - Committee arrived at detailed list of what this position would involve.
- Classified Media Services Tech.
- IT Classified Staff.
- Moodle Technical support (24/7 hosting), $11,000.
- Faculty training, phase 4, $12,000.
- Course conversion, (80 courses at $40/each), $3,200
- Operational Costs, $5,000.
- Total cost is approximately $31,200 plus cost of full-time/temporary faculty member for two semesters.

2012-2013
- Full-time permanent position.
- Ongoing costs.

Comments
- Are we spending $80,000 on only about 30 classes?
  - Would serve all faculty who wanted to offer classes online. Example: Librarian assists all.

Instructional Equipment (IE Recommendations 2011-2012) distributed (refers to Item (l) on Recommendations List)
- List of recommendations from IEC.
  - Pages 1 and 2 are the IEC’s recommendations for a total of $33,647.73.
  - There was about $600,000 in requests.
Performing Arts requests were separated out as fundable under Bond.
- Math/Science (Biology) requests were separated out as fundable under Bond.
- Two items were to be covered by Bond but were not received. These requests are on page 3.
  - Frame Rack, $7,250.
  - Master Accessories Clamping & Tool, $12,017.72.
- These items amount to approximately $19,000 and might still be covered by Bond.
- All else that didn’t get funded, President will take to Foundation to see if it can fund items.
- IEC still needs to review hardware and software requests.

**PRAC is recommending to Program Review that this process be redesigned to include all requests in one spreadsheet and thorough vetting process by Chairs and Deans before requests are submitted to IEC.**

**Library and Technology Materials (refers to Item (B) on Recommendations List)**
- Databases for Library total approximately $50,000.
- Per Marshall: Software licenses inventory has been shared with Technology Committee.
- Ask Program Review Committee what body would inventory and track subscriptions and software licenses not related to Library.

**Banner Programming**
- Dean of Enrollment Management has asked for programmer to help IT program with regard to payments, incomplete grading, prerequisites, probation, course repetition, and other tasks.

**Computer Replacement Plan (refers to Item (D) on Recommendations List)**
- Technology Committee’s recommendation is $100,000 per year as pilot plan. Cost over 5 years is estimated at $308,000.
- Per Marshall: Collecting information on various types of technology that need replacement.

**Reorganization**
- Looking at Student Services side organization imbalance; need to separate out more equitably.

**Full-time Faculty (refers to Item (G) on Recommendations List)**
- See LB presentation below for further details.
- FTFAC met and compiled all that folks asked for in Program Review except Court Reporting and Auto because those two programs are undergoing program revitalization.
- Committee arrived at 16 areas and possible multiple hires in some areas.
- Recommending between 16 to 22 full-time hires.
- Grouped ones with no units together; Counseling, EOPS, Library etc.
- Other group is comprised of positions with units attached. Information was presented to Chairs in alphabetical order at today’s meeting.
  - They were not willing to rank the positions at meeting.
  - Chairs thought subcommittee should do ranking. Subcommittee would give back to PRAC.
- Per LB: out of cycle to fill position for fall. Announcements made around December/January; interview spring for fall. Please bear in mind timing of hiring.

**PRAC recommends forwarding list of 16-22 faculty positions to President; depending on response, FTFAC will meet to determine priority for filling positions.**

**FTFAC Report**

**Preliminary Cost Analysis (Linda Beam)**

**2011-2012 Estimated Faculty Cost (distributed)**
- Page 1 is summary of part time and full time faculty costs, including benefits and overload costs.
• Page 2 is PT Faculty Scattergram representing where individuals are placed on salary schedule (5 columns).
  ○ We have about 261 PT faculty, with 58 at step 7.
• Page 3 is FT Faculty Scattergram.
• Page 4 is Faculty Benefits (Statutory and Health).
• Page 5 is 2011-2012 Part-Time, New Hire Scenario (No benefits).
• Page 6 is 2011-2012 Part-Time, New Hire Scenario (Health benefits).
  ○ About one-third of part-timers take benefits.
• Page 7 is 2011-2012 Full Time, New Hire Scenario.
• When looking at dollars, district doesn’t have control because positions based on experience and collective bargaining.
• What cost per unit if allow overload instead of PT hire:
  ○ $3,277.56 per unit, Column II, Step 21.
  ○ $3,609.35 per unit, Column V, Step 21.
• Part-time faculty members not teaching in summer can collect unemployment (extra cost to district)? Direct added cost to formula?
  ○ We are part of larger pool. If have tremendous layoff and all those people put in for unemployment; could be external influences not completely COM because we’re part of pool.
  ○ PT are capped at step 15 but have grandfathered some RETCUMs at 16.
• This is a general overview but many variables.
• Solely on cost side, may not be huge cost savings overall hiring full-time versus part-time hire. Full-time more expensive than PT hire with no benefits.

**Other: Budget Buildup**

• PRAC needs to come up with recommendation in 2 weeks. By end of May have to send recommendation so goes to Board in June. Budget buildup should begin now.
• Give people a direction about buildup for operating expenses.
• Can’t depend on Lottery money.
• Consider what you would reduce if need reductions.
• Message should go out to all budget managers, instructional and non-instructional, to anticipate a reduction in spending. Earmark items that could be cut if necessary.
• What is first level can achieve? Tell all to anticipate a reduction in spending. Earmark items you would cut if necessary. Would be decision of budget manager to prioritize.
  ○ Suggest looking at travel and conference budget.
  ○ Look at money spent on hardware and software each year.
  ○ More centralization and monitoring re: hardware and software.
  ○ Migrate away from high cost color printers.

**Meeting Wrap Up/Assignments**

• Item (C) Invite Laura McCarty to May 10 meeting.
• AD will bring *Matriculation Work Plan* to May 10 meeting (J).
• AD and Sara McKinnon will draft memo to President re: full-time faculty hires.
• Agenda item re: budget reductions by program managers.