November 24, 2009
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo (Co-Chair), Ed Buckley (Staff Resource), Tom Burke, Nick Chang (Co-Chair), Win Cottle, Ron Gaiz, Jon Gudmundsson, Mike Irvine, Peggy Isozaki (Staff Resource), Sara Leffkowitz, Sara McKinnon, Michele Martinisi, Nathaniel Parker, Nanda Schorske, Carol Scialli (Staff Resource), David Snyder

Absent: Patrick Kelly
Others Present: Fran White

Welcome/Announcements
- Introductions all around.

Agenda Review
- Agenda approved.

Minutes
- Minutes of November 10 IPC meeting approved with edits per Win Cottle:
  - Under Program Review Task Force: Instructional Specialists:
    - First bullet: Delete Responses not good and replace with Too few responded.
    - Fourth bullet: Delete Since draft is almost finished.

Committee Charge
Fran White
- Document re: thoughts around role of committee distributed to all.
- Governance Review Council has outlined role. GRC combined the Institutional Planning Committee (IPC) with the Budget Committee (BC) to form PRAC. This is in response to accreditation standards and institution’s needs for integrated planning.
- Role going forward:
  - Committee’s role is not to protect particular unit.
  - Committee is group of individuals who will make recommendations to administration and Board of Trustees.
- One requirement in integrated planning process is revenue assumptions.
  - Revenue assumptions will be framework and parameters about what is expected to come in and what not to expect.
  - Current expenditure assumptions due December 8, 2009.
  - Taking into consideration what are must do expenditures and what are costs associated with those expenditures; will drive types of recommendations to send forward.
- Strategic Plan can guide; strategic priorities and mission of college will guide decisions.
- Guidance, plan, mission, strategic priorities and data to inform recommendations that would be appropriate to send forward.
- Be willing to propose cost savings to prevent furloughs and/or layoffs (2010/2011) because we want to avoid this.
- Comments/questions:
  - Will have expenditure assumptions by December 8.
  - Primarily looking at next year.
  - Unless midyear cuts, committee job is mainly 2010-2011.
  - Keep in mind two sources of revenue or problems:
Planning & Resource Allocation Committee

- State level allocates categorical funds.
- Local affects secured or unsecured revenues.
  - Expect any stimulus funds?
    - One time only ARRA funds; will not be renewed.
    - If have questions, feel bogged down, need clarification, President is available and accessible.

Program Review, Planning & Resource Allocation Timeline
Yolanda Bellisimo; Nick Chang
- Review and revisions to timeline discussed.
- Administrative units will be done in December.
- Once Program Reviews submitted, will go to Program Review Committee; then sent to various committees, like Instructional Equipment Committee.
- Information comes back to PRAC whose job is to prioritize based on mission statement, strategic priorities, and on budget assumptions where we will allocate resources.
- If no money for instructional equipment, do we want committee to spend time prioritizing requests? Yes, because might find out there are vital needs to be addressed.
- For WASC, must come up with Tech Plan and facilities and maintenance amortization plan. Encourage all to move forward.
- PRAC recommendations go to President; beginning of March 2, will finalize recommendations to go to VP and President.
- Need another chart showing next year’s timeline.

Budget Update
Peggy Isozaki (Overview of Financial Report for IPC, dated 11/10/09)
- Bulk of expenditures is fixed.
- Details re: salaries.
  - Faculty is 61%.
  - Classified is 31%
  - Administration is 8%.
- Breakdown of discretionary expenses.
- Chart tells what is in each category for discretionary expenses.
- Financial highlights for district (not much revenue in our district).
  - Main revenue is property taxes.
  - State.
  - Enrollment.
  - Other local.
- We have recurrent cash flow problem.
- Increased enrollment fees projections are in budget, $500,000 higher than what was budgeted.
- Per Fran: How much can we grow, and can we afford it?
  - Hiring new people or paying overload.
  - Should COM be capping enrollments?
  - Fees don’t come near covering expense.
  - Big issue for college is how to manage growth, and will we reallocate resources to manage growth when pot is not getting bigger.
  - Need more data to establish our enrollment cap.
- Cash flow same every year.
- Committee’s primary interest is COM 2010/2011 revenue budget assumptions.
- Primary revenue sources:
  - Unrestricted general funds.
  - Community Services (separate from unrestricted fund).
Planning & Resource Allocation Committee

- Restricted general funds (Categorical funds).

Survey of Colleges Re: Budgets

Nick Chang
- How do comparable colleges handle their budgets?
- Maybe group develop questions to ask colleges.
- Contact similar colleges and assign people to call.
- David Snyder will work on this.

Puente/BSI Counseling Position

Nick Chang
- Puente is a bridge program for Hispanic students and is partnership between mentors and students to help get into transfer programs and 4 year colleges.
- Included in our agreement with UC President’s office is a requirement for a full-time Counselor (could be assigned 50%) working on Puente. In past, IPC recommended we honor this commitment (approved last year but not enacted).
- This committee must approve to go forward with enacting the recommendation.
- BSI and Puente funds could cover this position this year. Once UC funds go away (3 year commitment), institution must fund.

Committee reached consensus that we will recommend the hiring of a BSI/Puente counselor with grant funding with intent that position will be institutionalized in future.

Instructional Equipment

Nick Chang
- Issue is recommendation to allocate 2008-2009 IE funds for expenditure as formerly recommended by IPC. (IPC forwarded recommendation to BC, but BC did not act on; as result funds were not released.)
- Total requests amount of items rated 24 is $138,000. IE funds available is $100,000.
  - Back out approximately $24,000 for Dental Assisting item (digital impression scanner); grant funds will cover item.
  - Back out $17,000 to replace library computers; hold off for now.

Committee reached consensus recommended expenditures for IE as per IPC recommendations from spring 2009 excluding above two items.

Program Review Update

Sara McKinnon
- Helped 2 Modern Languages instructors with their PR. Otherwise, hasn’t heard from anything. Available for any assistance, issues, questions.
- Budget Consideration document distributed. This document was distributed at recent Plenary Conference to share with PRAC. Document re: budget from State Senate’s point of view has valuable information.

Administrative Program Review (Ed Buckley)
- Launched review this semester.
- Programs need resources to run programs.
- Zoomerang surveys currently being distributed electronically asking for feedback about programs.
  - Launched review this semester.
  - Programs need resources to run program.
  - Admin support PR rates offices that provide resources.
- Per Nick: Someone is needed to oversee Student Services Program Review.
Committees

Ed Planning Committee
- Nothing to report at this time.

Facilities Planning Committee
- Nothing to report at this time.

Instructional Equipment Committee
- Nothing to report at this time.

Technology Committee
- Making progress on Technology Plan; all working on separate sections.
- Ed Buckley will help finalize Plan.
- Concern that committee making hunches because not enough technology expertise to rely upon for information.
- Trying to get something done for college to review soon.

Meeting Wrap Up/Assignments
- David will follow-up re: college budget informal survey.
- Nick and Yolanda will work in revisions to Integrated Planning Manual.
- Sara will talk to Greta re: Student Services Program Review.

Next Meeting Agenda
- Set up subcommittee to review ongoing costs for department contracts and supplies.
- Review other duties of committee.