Planning & Resource Allocation Committee

April 22, 2014
2:00-3:30, Austin Center 177
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Patrick Ekoue-totou, Sara Frye, Gina Longo, Sara McKinnon (Co-Chair), Michele Martinisi, Chris Myers, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Jonathan Eldridge, Paul Fanta, Peggy Isozaki, Greg Nelson, Nanda Schorske, Sheila Whitescarver, Ben Wilson

Agenda Review
  • Agenda approved.

Minutes
  • Minutes of April 8 meeting approved.

Program Review Requests: Update Where Clarification Needed
  • Drama
    o Subscription to Theatre Bay Area, $193.00 (funded out of Lottery Account); Per P. Isozaki (spreadsheets), funding should be in their account.
    o Storage Cabinet for scenery, props, equipment, $5,877: A space must be located first. Where would such a cabinet be located?
    o Hourly Stage Production: refer request to staffing section
    o Contex HD iFlex A2/C-size Flatbed Scanner, $8,369: archiving of shows of over 10,000 images to scan for about $2,000; can’t send out images mounted on hard boards. Have not found a service that can do this. Once project is complete, they don’t need the equipment. (This requires further research and discussion with G. Nelson.)

  • College Skills
    o Toner: Department will work with current budgets to fulfill need.
    o Printer: This is needed and there is an accommodation issue. Recommended

Staffing Requests

Lab Assistants:
  • ACRT/AUTO/ELEC – There is a need for support in evening.
  • Chemistry – In progress already

Admin Assistant: Biology
  • Plus +30% position (has been requested several times)
Lab Techs:
- **Dental**: 5,606/semester
- **MEDA**: 5,606/semester
- **Geology**: (20 hours/week; could expand museum position)

Hourly Staffing Requests

**Drama**
- 16 hours, $5,000 (more research regarding status)
- Two other hourly requests – need more information.

**Costume Shop**
- 30 hours per week (how to word this position)
- How many months per year? Are 30 hours needed?

**Instructional Specialists:**

**Biology/Anatomy Lab (part-time)**

**English**
- Changing job description (no degree to B.A.) – In Progress –
- No budget impact – conversion of hours currently staffed by PTers

**Theater Manager**
- (Make current part-time position permanent ) Would cover three disciplines

**Kinesiology:**
- Sports Information Director (15 hours per week)
- Setting up gym, fields, for beginning of games
- More information is needed from M. Markovich.

Software Advisory Group Recommendations on 2013-2014 Program Review Software Requests

**Campus Wide/English & English Skills**
- **Turnitin**, $9,176.03
  - Covers all students in all disciplines
  - Question value of this software.
  - Depending upon faculty’s use of product, it may or may not be worthwhile.
  - Product would be helpful for students doing research papers.
  - Question about whether this is cost effective. Data would be helpful from faculty.
  - Question might be how to teach students about plagiarism. Address where students are learning about plagiarism. Library can do presentations.
  - S. McKinnon will send out a survey to faculty this week so that we have additional data with which to make a decision.
Architecture
- Sketchup Pro 2013, $900
- Rhinoceros 5 Lab License, $980

ACRT & Auto
- All DATA, $1,162.75
- Repair Specs, $1,455.17
- Scan Tool Updates, $3,280
- Chief Frame Rack Software, $1,188.91
- Department Chair says budget augmentation for total amount ($7,086.83) is needed annually.

Chemistry
- ChemDraw, $455 – Covers two faculty

Drama
- QLab 3 Basic Audio Software, $216 – To run audio equipment for theater

Credit ESL
- American Speech Sounds, $920.55 – Have requested this for many years.

Music
- ProTools 11, $4,202.35 – Last year they got half of what they needed; this is second half. The old software doesn’t work on new MACs – so can’t update computers until they update software and vice versa.
- Finale 2014, $1,540 – Music writing program; 2010 version does not work on new Macs

BIS
- QuickBooks 25, $475 – this is an annual license. Was this institutionalized last year?

MMST
- AutoDesk Entertainment Design Suite, $1,414.82
- AutoDesk AutoCAD Suite, $1,414.82
- Need to check as to whether this was institutionalized last year or not.

Library
- LibGuides, $1,372
  - Course guides that are made specific to assignments
  - Web page would link to these
  - Subject level guides for almost every subject at the college
- EBSO e-book collection for EBrary Database, $5,157
  - Access to E-books is important for students.
  - Academic collection that supports community college students.
  - More students have access to more books at one time.
  - We do not currently have this item.
- Databases to support Science, History and controversial topics, $5,000
  - All students would have access to information.
- ArtStore annual subscription, $1,190
  - Needs to be funded through the Library. In past was funded via Art Department.

TOTAL for above requests = $32,321.37
**Nursing Request – may be fundable via Nursing grant previously in COM Foundation**

- First Year ($209 x 46 students) for $9,614
- Third Semester (additional hope) ($59 x 46 students) for $2,714
- TOTAL Annual Cost = $12,328
- President has advised that there is a huge grant from COM Foundation so may be funded through that vehicle.

**Software requests that were NOT RECOMMENDED**

**English Skills**
- Natural Reader Education Platinum, $321, as Kurzwell will be in place so should cover this request

**English Writing Center**
- Tracking Software, to be updated by IT staff

**Subcommittee Reports**

**Technology Planning**
- Update in May.

**Student Access & Success**
- J. Eldridge will provide update upon return.

**Educational Planning**
- Hold for future meeting

**Facilities Planning**
- Working on Program Review.

**Instructional Equipment**
- Working on prioritization of IE requests.

**Professional Development**
- Hold for future meeting.

**Meeting Wrap Up/Assignments**
- Next meeting is April 29.
- English Skills section re: COM Academy; BSI
- Student Services Requests
- President will provide his recommendation re: full-time hires
- SLOs on a future agenda before semester ends