Planning & Resource Allocation Committee

April 24, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Chialin Hsieh (Resource), Mike Irvine, Peggy Isozaki, Molly Johnson, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Resource), Craig Wheeler

Also Present: John Erdmann
Absent: Tom Burke, Mike Dougan (Sabbatical), Jon Gudmundsson, Norm Pacula, Kathleen Smyth

Agenda Review
- Agenda approved.

Minutes
- Minutes of April 17 meeting approved with edit under IEC Procedure Change, third bullet to read: Separating computer and software requests to be dealt with in separate committees is not a good idea.

Library Program Review Requests
P. Isozaki
- Review of Library actuals distributed to analyze cost increases for Library covering 2009/10 through 2011-2012 budget. (2009-2010 was $58,972 and 2010/11 was $63,259).
- ProQuest database may be a reason for increase in cost, about $9,000.
- Community College Library Consortium (CCLC) is paid twice a year.
- Millenium Innovative Interfaces is Dominican.
- Periodicals budget was dramatically cut about a year ago.

Library requests from Student Services Program Review and PR requests from Librarians
J. Erdmann
- Budget for current fiscal year is $42,762 and operating expenses far exceed this. More like $123,000.
- Joining MarinNet will bring databases budget down several thousand dollars. Intention is to show how far Library is from being able to achieve its mission. This is what the Library needs.
- Contract Services:
  - 3M (security), $5,000 and $3,000 startup charge for second Library.
  - Innovative Contract, $7,500. Lost Dominican so needed new server up and running, $7,500 for 4 years, plus service maintenance; have 3 more years of contract—may be able to negotiate when we move to MarinNet.
  - MarinNet or Innovative, $38,000. We won’t go to MarinNet in 2012-2013 realistically.
- Print Resources, $28,400.
  - Books, $20,000.
  - Periodicals, $7,200.
  - Supplies, $1,200.
- Need about $123,000 a year to run both Libraries, about another $25,000-$30,000 a year in budget. Figures are cost of doing business, rock bottom figures.
- PRAC has tried to advocate for a realistic Library budget for a few years now.
Program Review Requests for Library

**Note: Library has addressed SLOs as Directed**

- Enclosed Reference Space with Dedicated Reference Desk, $20,000 (estimate). No dedicated reference area to assist small groups of students with research needs. Wiring for electricity, Ethernet, telephone at desk; installation of glass wall for enclosing reference desk so as to abate noise.
- **E-Unisol Computers** (15). Existing Library computers are being addressed by E-Unisol Pilot. **E-Unisol** computers are for replacement only. Library is asking for 15 new computers.
- Software: **JSTOR database**, $4,400, to support Arts & Humanities students; most requested database by students. Once we go to MarinNet, we can bring overall database cost down by $5,000-$6,000 (2013).
- **Network Scanner and Fax for Student Use**, $900.

Student Services Program Review

- Permanent source of funding for purchase of reserve course materials (possible source identified by Financial Aid, $12,000.)
- C. Hsieh’s chart distributed, **PRAC Allocation Process—Closing the Loop Regarding Student Services Program Review** (Suggestions from Student Services SLO Team Leaders). Purpose is to provide transparency re: resource allocation process as well as closing loop.
- Discussion about process for closing the loop; will need to discuss at a future meeting.

Subcommittee Reports

**Technology Planning Committee**

- Overview of Technology Plan (Draft 26).
- Plan reflects how much has been accomplished.
- Cost of Initiatives will need to be added.
- Student Computer Labs and Classrooms, extensive list (37 locations).
- There are 13 people on Technology Committee and has met twice a month for the last month. Committee members should be added to Plan.
- Plan will be finalized this week.

**Student Access & Success**

- Hold for future meeting.

Educational Planning Committee

- Hold for future meeting.

Facilities Planning Committee

- Hold for future meeting.

Instructional Equipment

- Review of Career Ed requests.

Professional Development

- Hold for future meeting.

Meeting Wrap Up/Assignments

- Next Meeting is May 1.