Planning & Resource Allocation Committee

April 30, 2013
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott, Nanda Schorske Carol Scialli (Resource), Cari Torres

Absent: Jonathan Eldridge, Molly Johnson, Dawn McIntosh, Kathleen Smyth, Craig Wheeler

Agenda Review

• The first item, Instructional Equipment... will be moved to next week as the committee needs additional time to process its findings. In place, we will review Staffing Requests.

Minutes

• Minutes of April 23 meeting approved.

Instructional Equipment/Hardware Requests from IEC

• Move to next week.

2012-2013 Program Review Staffing Requests

• Summary of requests. Some have been requested before. Example: Health Science request for a full-time administrative assistant at IVC.
• Theatre Manager was not requested in this Program Review.
• ART: Instructional Specialist, Ceramics, 18 hours per week, $15,062. (C. Torres will follow-up with D. Snyder.)
• ART: Instructional Specialist, Sculpture, 18 hours per week, $15,062. (C. Torres will follow-up with D. Snyder.)
• CHEM: Administrative Assistant to make position 100%, $13,954 additional. (PRAC has recommended this position in past. Position would support all of Math/Sciences.)
• CHEM: Lab Tech, convert vacant position to support Chemistry, 20 hours per week, conversion, cost neutral.
• GEOL/GEOG: Lab Tech, 20 hours per week, requested before, $22,548.
• COUR: Hourly Assistant, 6 hours per week, $2,382.60. (N. Schorske will research.)
• MEDA: Hourly Lab Assistant, 15 hours per week, currently grant funded. (Per N. Schorske, this is CTE funded. She will research.)
• HEALTH SCI: Clerical (DENT, MEDA, EMT) at IVC, full-time for 300 students, $41,525.
• NURS: Clerical, 15 hours per week, NE program, paid with grant funds.
• NURS: Lab Tech, 15 hours per week, paid with grant funds.
• NURS: NCLEX Monitor, 3 hours per week, grant funded.
• NURS: Faculty Mentor, 2 hours per week, for new FT/PT faculty orientation (required by law).
• NURS: Sim Lab Coordinator, $40,000.
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- **Credit ESL**: Instructional Specialist, 10 hours per week, $11,485. May be able to move resources from IS retiring. (C. Torres will keep us posted.)
- **DRAM**: Hourly Shop Tech, 15 hours per week, $12.00 per hour.
- **PE**: Hourly Sports Information Director, 10 hours per week, $8,750 per year. (C. Torres will research this.)

**Comments**
- Comment: For CSEA positions, add $24,000 per year for benefits. Adding just 30% is too low.
- Comment: A summary would be helpful providing formulas (a standard) to assist with requests. (This would be obtained from HR.)

**Technology Planning Committee (TPC) Recommendations**

**Computer Replacement Process**

- Recommendation is to establish ongoing fund to replace computers during the year. Replace parts or entire computer.
- Consider option of leasing computers.
  - Cost analysis needs to be done to determine cost effectiveness of buying versus leasing computers.
- There needs to be a contingency plan for to address urgent situations.
- Establish an ongoing fund for repair/replacement of computers that break during the year. The ongoing fund would be managed by IT.
- Non-instructional computers are mostly for office computers, 2 Gigs. Standard for both instructional and non-instructional should come with 4 Gigs. If funds available, provide 4 Gigs for all computers, even used ones.
- Minimum standards should be reviewed and updated annually.
- Some machines from a lab (2005 and 2006) from LC 35 to Miwok 141 replacing ones already there.
- **Unisol** project was successful. Computers cost $800 each. We can do this again but we don’t have funds to purchase them.
- Comment:
  - Develop an inventory of computers.
  - Discussion about whether a need for computers is a Program Review issue.
  - **Computer Replacement Plan** is a process in lieu of having a larger funding program.
  - Maintaining things should not be a Program Review issue.
  - Unfair to leave up to each department to fund own computers. Have on a rotation so all know what to expect.
  - If have leasing situation, computers will constantly be replaced.
- Inventory of faculty and staff computers purchased each year. Number of computers that will be out of compliance for security.
- Some faculty members are using Macs. Do they need those or can they be satisfied with PC’s?
- Student labs need to be handled as college wide equipment and cost not attributed to individual disciplines.
PRAC IS accepting the Computer Replacement Plan for now. Once we have numbers (more research) accomplished, we will revisit the issue of computer replacement.

Library Database Responsibility Proposal
- Proposal (distributed) was drafted by J. Erdmann addressing responsibility for developing the database collection at COM. Proposal states the Librarians are responsible.
- Identify and maintain a core collection of electronic resources benefitting greatest number of students.
- Subscriptions need to be centrally inventoried.
- If a particular database has not been purchased by the Library, it may be purchased by a department or program but must adhere to certain criteria.
- Databases are available on MyCom Portal.
- Add this to Program Review instructions for fall and give to the Chairs.

Strategic Plan Action Step 10: Survey Draft
- New buildings were going to be surveyed asking about move, new resources, how affecting student achievement, etc. S. McKinnon will bring to next PRAC meeting.
- Comment: Positions approved by President last year are tied to budgeting. Math Tutors, Science/Museum Lab Tech, Library online tutoring, SS LRC Tutors, Model UN. Propose contacting folks to see how they have used funding to improve programs or how did you spend the funds and what is the evidence that this has improved student performance? C. Hsieh will follow-up (30-40 minutes each over 2 meetings).
  - Program Review includes a piece about improvement to programs.

Subcommittee Reports

Technology Committee
- See discussion above re: Computer Replacement Plan.

Student Access & Success
- Hold for future meeting.

Educational Planning
- Hold for future meeting.

Facilities Planning
- Hold for future meeting.

Instructional Equipment
- Committee will present information for next PRAC meeting.

Professional Development
- Hold for future meeting.
Other

- COUR: Asking for a total increase of 92 hours (x $10.45) hours over the program year.

Meeting Wrap Up/Follow-up

- Next meeting is May 7, 2013
- Funded PR Report Back (C. Hsieh)
- Computers inventory (M. Northcott)
- ART: Instructional Specialist, Ceramics (C. Torres)
- ART: Instructional Specialist, Sculpture (C. Torres)
- Credit ESL: Instructional Specialist (C. Torres)
- PE: Hourly Sports Information Director (C. Torres)

Next Meeting Agenda

- Administrative Program Review (5 mins)
- Student Achievement Report (5 mins)