Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jonathan Eldridge, Paul Fanta, Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair), Sheila Whitescarver

Absent: Jeff Fleisher, Michele Martinisi, Greg Nelson, Nanda Schorske, Ben Wilson

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 25 meeting approved.

Introduction
- We will adjourn early so all can attend G. Nelson’s presentation (for Vice President of Finance & College Operations) at the open forum. The presentation will take place in Deedy Lounge.

Schedule of Fees
G. Nelson
- Defer topic to a future meeting due to a scheduling conflict noted above.

Program Review Requests Prioritization
- Modern Languages and College Skills: Printer and toner requests. May hold off as these will be handled via an upcoming printer initiative. The college is moving toward standardization of equipment. Refer to G. Nelson for additional information regarding a timeline.
- Drama:
  - Storage Cabinets (2): require additional information (Research around campus for possible cabinets.)
  - Sink is most important request, $1,200. (Recommend)
  - Contex HD iFlex Scanner, $8,369. Suggest contracting this out. A quote must be obtained.
  - Subscription to Theatre Bay Area, $193.00. Waiting to hear if this is an ongoing item.
  - Overtime pay for Fine Arts Theater during Annual RN Pinning Ceremony, $500.00. Where should this go i.e., what departmental budget?
- Social Sciences Model UN Cost Increase, $378 budget augmentation (Recommend)

Comments
- We need a budget for operations, ongoing maintenance, supplies, etc. How can we get to the point where PRAC can focus on other matters?
Can PRAC make a recommendation that appropriate administrators return with a timeline for addressing issues of running printers, fixing a sink, etc. It would be helpful for the committee to see a plan with an implementation timeline.

- How far are we between the existing budget and where we need to be? Where does it fall within prioritization of what we are trying to do as a college?
  - At Cabinet, tomorrow, J. Eldridge and C. Torres will bring up the issue above.

**Supplies Requests**
- ACRT, filters for two spray booths, $1,500 needed in annual budget. (Recommend)
- Biology, Supplies for BIOL 110L at KTD and IVC, $500 needed in annual budget. (Recommend)

**College Skills – Reading, Textbook and Testing Materials Used in Labs**
- English Skills, lender copies of vocabulary textbooks for use in lab, $357.05
- English Skills, lender copies of reading textbooks for use in lab, $1,153.50
- English Skills, Gates-MacGinitie Reading Tests, $2,001.00

**English/Humanities, supplies budget increase for Writing Center and new computer writing classrooms ($1,900).** This includes ink, paper, toner, expo pens and cleaner. What is the supplies budget? Is this an augmentation?

**MMST, funding for pens.** This can probably be obtained through departmental budget. Suggestion that labs should be equipped with sani-wipes.

**Library Requests**
- Budget augmentation for print material that is out-of-date:
  - Library books, $10,000 (recommend)
  - Multimedia Collection, $5,000 (recommend)
  - Periodicals update, $5,000 (recommend)
  - Pleasure Reading, $2,500 (recommend if possible)
- Non-instructional Equipment:
  - Computer Tables (28), $11,340.00 (recommend)
  - Grazie Seating Task Stool (56), $13,272.00 (recommend)
  - Shelving for MARINet office in Library Circulation Area (4), $671.96 (recommend)
  - Tables for Computer Printer (2), $1,080.00 (recommend)
  - General Purpose Tables (2), $710.00 (recommend)
- Note: PRAC’s recommendation is to fund as much as possible this year and work on it again next year.

**Service Contracts**

**Biology**
- Contract for 2 new autoclaves increase from $6,000 to $19,125. (Requires additional $13,125.00)
Dental
• X-ray machines; Radiation Monitoring (not clear on costs yet)

Drama
• Contract with The Sewing and Vacuum Place, $950.

Nursing
• Extended Warranty Contracts currently funded by grants as a reminder in the event grants are no longer funded.
  o METI-man warranty, $3,675
  o ECS Pedi Simulator, $4,872
  o ECS Adult Simulator, $4,872
  o IStan Simulator, $6,300
  o Alaris IV Pumps (6 @ $200 each), $1,200
  o TOTAL = $20,919
  o Previous Cost paid by grant = $20,119
  o Difference is $800

Subcommittee Reports
Technology Planning
• Hold for future meeting.

Student Access & Success
• Hold for future meeting.

Educational Planning
• Hold for future meeting

Facilities Planning
• Hold for future meeting.

Instructional Equipment
• Has begun meeting this semester.

Professional Development
• Hold for future meeting.

Meeting Wrap Up/Assignments
• Next meeting is April 22.