Planning & Resource Allocation Committee

August 27, 2013
2:00-3:30, Austin Center 177
Minutes

Present: Jackie Barretta, Gina Cullen, Jon Gudmundsson, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Greg Nelson, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres

Absent: Yolanda Bellisimo, Tom Burke, Jonathan Eldridge

Agenda Review

- Agenda approved.

Minutes

- Minutes of July 9 and July 31 meeting approved with one edit: P. Isozaki should be listed as absent for July 31 meeting.

Schedule Restoration

C. Torres

  - Total requested is 78.45 teaching units (TUs).
  - Total for 2013-2014 fiscal year is 55.725 TUs and $21,000 for Noncredit ESL.
  - Total for 2014-2015 (half of summer) is 22.725 TUs and $21,000 for Noncredit ESL.
- This is phase 1 of schedule restoration.
- Criteria for arriving at the list.
  - IGETC Basic Skills pattern.
  - Department information: waitlists; core courses; offer all IGETC courses in summer.
    Offer at least one course from each IGETC area in summer.
- C. Torres will edit list and send revised one to committee.

Comments

- Track and Field: check unit amount.
- ENGL 62, 92, 98 will be restored.
- Always huge waitlists for Math classes.
- Ask about funding re: bridge class for summer 2014.
- Modern Languages requested units restored for next summer.

Staffing

S. McKinnon

Classified Positions

- Review of spreadsheet showing categories: unfunded, hold, rehire. This is a year of transition. We are looking at long term planning and what staffing supports a long term plan.
President is keeping some positions on hold until it is decided whether position is needed.
Savings in 2013-2014 is $517,495.

**Funding**

*J. Barretta*

**Summary of 2012-2013 PRAC Recommendations for Funding and Status**

**Software**

- *College-wide Adobe Creative Cloud* is funded and in progress.
- IT Director will confirm status of Auto, MMST and Business requests.

**Computers**

- *Media Services*: request for 7 computers, $7,000 (needs follow-up).
- There is a plan to replace faculty and staff computers (a master lease with HP). May not be a plan at this point to replace Macs.

**Computer Replacement**

- Funding approved by President for the following:
  - Replacing faculty and staff computers
  - Server upgrade
  - Network upgrade
  - WiFi implementation
  - Voicemail system
- Meeting with VP of Operations re: how funding will work.
- Computer replacement will be a 2 to 3 month project.

**Governance Digest**

*S. McKinnon*

- Represents our evidence to the College community and to ACCJC.
- We can be proud of all the work we accomplished.

**Strategic Plan Progress Report**

*S. McKinnon*

**Executive Summary for the Strategic Plan Progress Report 2013**

- Last two pages of document shows progress regarding each objective.
- *Tracking System for Evidence* can be found online including 2012-2015 Action Steps.

**Research Plan**

*S. McKinnon*

- C. Hsieh wrote a *Research Plan 2013-2016* which can be found online.

**Midterm Report**
S. McKinnon

- Links were sent to all.
- Midterm Report 2013 is almost completed. Has 9 recommendations and evidence is there.

Subcommittee Reports

- Technology Planning: meets the second week in September.
- Student Access & Success: will meet September 3.
- Educational Planning: will meet on September 16.
- Facilities Planning: Will meet the end of September.
- Instructional Equipment: Begins meeting in spring.
- Professional Developments: will meet today.

Other Reports or Updates

ACCJC

- Trends in Deficiencies Leading to Sanction distributed. Shows five-year trend from January 2009-2013.
- June 2013 Commission Actions on Institutions (flip side of document) shows the status regarding actions taken by the ACCJC.

Meeting Wrap Up/Assignments

- Suggest handouts be scanned and sent to all.