August 28, 2012
2:00-3:30, AC 108

Minutes

Present: Angelina Duarte, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Rebecca Kenney (Co-Chair), Sara McKinnon (Co-Chair), Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Craig Wheeler

Absent: Yolanda Bellisimo, Mike Dougan (Sabbatical), Molly Johnson

Agenda Review
- Agenda approved.

Minutes
- Minutes of August 7 meeting approved.

Software Committee
S. McKinnon
- Background: Last year (2011-2012), the Instructional Equipment Committee (IEC) reported that it would not review software requests because it lacked expertise. Committee recommended that PRAC form an ad hoc committee to do this.
- M. Northcott provided possible members, lab techs, faculty, IT folks.
- Need to create a list of things the subcommittee should review:
  - Inventory of all software
  - Compatibility with hardware
  - Consolidate requests.
  - Software upgrades and license renewals
  - Create database of software that can be updated.
  - Software that tracks computers and software on computers
  - Will have this information during this academic year
  - Set standards and specs for information that PRAC thinks should be collected.
- Buying in bulk is better deal so check with others when purchasing software.
- Where will funding come from for software versus individual areas having to ask repeatedly for software?
- Make decisions around student rather than administrative needs.
- Some software is received free by faculty. Individual faculty members have different types of software; leads to increased capacity demand, inefficiency, potential increase in equipment needs.
Planning & Resource Allocation Committee

Budget Cuts
Adopted Budget
P. Isozaki

- Must rely on county and don’t always know what will come in; makes it difficult to plan. Example: Received $1.5 million after year end was over this past fiscal year.
- Concurrent enrollment fees will be added in spring 2013 ($60,000).
- International students are another assumption for 2013.
- Benefits are increasing.
- Fixed expenses are projected.
- Non-instructional did a 10% cut.
- Other Contract Services: Consultants, temps, licensing fees. M&O uses contract services a lot.
  - Important to analyze budgets looking at actuals to reduce budget transfers.
- Per A. Duarte:
  - Office has contracts due July 1; try to stall them but must pay them. Told to transfer funds from another place.
  - Either get funds in appropriate account or get letter from Fiscal to vendors.
- Allocation of $50,000 for International Student Program.
- $200,000, SunGard, Library, International Students.
- Accreditation consultants:
  - Modernization paid for some.
- Suggest in narrative piece (on spreadsheet) list the different contract services specifically.

Per R. Kenney

- Department Chairs are meeting on September 7, 10:00-3:00, to work collectively on budget cuts. Sara as record-keeper to keep track of their recommendations.
  - No administrators will be in the room facilitating but they will be available for guidance.
  - K. Smyth would like to attend on behalf of her department.
  - Good to hear that this collaborative effort is occurring.
  - Charge for Friday will be focus on $625,000 for this fiscal year, however it equates in terms of units.
  - For next Friday, $3,000 per unit average will be used. In future, each course is being costed out.
- Impact on Community Ed if cancel summer school?
  - Plans are being made to offer more of the program at IVC. Hoping to make money next year.

Classified/Administration

- Impact of budget cuts or what is being considered?
- $625,000 will come out of instructional (classroom). The remainder comes out of non-instructional.
  - Not filling vacant positions
Planning & Resource Allocation Committee

- Discretionary budget
- Possible furloughs for classified, administrative
- Retirement incentives
- Reduced work schedules
- Mandates around excess vacation
  - Whatever comes out of instructional must come out of non-instructional per 50% rule.

**Follow-up Report**

**C. Hsieh**

- President has read *Follow-up Report*. His comments are being edited, then President will bring to Board for a heads up and inform Board of need to complete *Recommendation 9*. Report will be vetted through *Governance* process.
- To ACCJC by October 15.
- Report is on web.

**Strategic Plan**

- 13 objectives coming from *Strategic Plan Task Force* who recommended.
- 3 VP’s are major champions.
- R. Kenney has 8 objectives.
- They are working hard to complete action steps.
- Timeline is related to ACCJC visit.

**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 Planning**

- Hold for future meeting.

**Professional Development**

- Started *New Faculty Academy*.
- PAC met today.
Other Reports & Updates

- Refer to Department Chairs discussion above.
- When will we know if people are moving to IVC for summer 2013?
  - Domino effect of these decisions.
  - Must consider impact on support and facilities.

Meeting Wrap Up/Assignments

- Next meeting is September 11.
- R. Kenney will send e-mail to PRAC that she sent to Chairs.
- Follow-up Report should be on PRAC agenda for September 11.
- C. Hsieh will check on Strategic Plan timeline to see if deadline can be extended.