December 11, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Rebecca Kenney (Co-Chair), Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth

Absent: Angelina Duarte, Molly Johnson, Dawn McIntosh, Marshall Northcott, Craig Wheeler

Agenda Review
- Agenda approved.

Minutes
- Minutes of November 13 meeting approved.

2013-2014 Budget Planning
David Wain Coon
- We started the first year of Four-Year Budget Scenario. Started year with a deficit of a little over $2 million.
- First year gap closed was $1.2 million.
- Reductions of $625,000 were made by unit reduction in class schedule.
- Aiming for midyear budget update in January/February and will report back to PRAC the status of budget.
- Non-instructional faculty 20% reduction target ($120,000): not confident about making $120,000 work.
- Still working with managers on quarterly budgets.
- Want to get started in January about thoughtful strategies to hit mark.
- Big picture strategies, more global savings:
  - SERP offered to full-time faculty; Target was 22 and came in at 20.
    - Over 5-year period is $1.5 million savings.
    - Will take similar retirement program to CSEA.
    - Those retiring, average placement is $96,000 on salary schedule; can bring new hire in at $68,000. Also, will not rehire person for person.
    - We’ll need to discuss how many positions are filled in order to not compromise integrity of curriculum/programs but still get savings.
- Save on classified regarding longevity pay. May have opportunities to reorganize internally.
- Would rather urge people to retire than layoffs.
- Discretionary will not be cut further.
- Comment:
  - Scientific way to determine savings: heat, air conditioning, maintenance?
    - Many M&O plans have built-in budgets for sustaining buildings.
• Good suggestions have come to President in virtual suggestion box.
• Biggest unknown is supplemental property tax revenue funds but should begin to receive information on this.
• With Prop 30, all colleges may receive $100 per FTEs; if this comes through, it’s $750,000 that we can use.
• Next year we need to come up with another $1.5 million in reductions.
• Think of how we might approach this discussion in January.
• President will come back to PRAC meeting on January 22.

**Accreditation Update**

*David Wain Coon*

• Final Report received from WASC and had to be reviewed for errors of fact.
• Report indicates we have met the requirements of each of the Recommendations.
• Now Report goes to the Commission. They go into closed session to act on reports. A couple of weeks later, we’ll hear from Commission.

**Strategic Plan – Next Steps**

*S. McKinnon; C. Hsieh; P. Isozaki*

• Copied objectives that most connect with PRAC so committee is aware of them. We should be getting updates about these in the Spring and beyond.
• Action Step 8.2: The M&O Director will develop a comprehensive M&O Plan. This has budget consequences.
• Action Step 8.3: The M&O Department will use the Onuma software to determine maintenance requirements, resources needed and cost of ownership for the SMN and LRC.
• Action Step 8.4: PRAC will receive updates from the Director of Modernization and the Director of M&P regarding progress on COM Facilities Plan.
• Objective 10 is linked to PRAC: Evaluating the connections between Assessment, Program Review, and Resource Allocation.
• Objective 11: Fiscal Stability -- Have not made much progress on this. Need more information on staffing costs; need more level of detail for four years.
• Objective 12: Financial Planning and Budgeting – much information on website. There will be a Fiscal Services link. Policies and forms will also be added later. Hope to have completed in Spring 2013 and ask for feedback.
• Objective 6: Teaching and Learning Strategies.
  o Action Step 6.1: How we make our benchmarks for success.
• Next steps of Strategic Plan are being implemented as we speak.
• Be aware of ones that affect us.

**Strategic Plan – EPC Reporting Template**

*C. Hsieh*

• Schedule (Reporting) Summary (2012-2013) distributed for review re: interpreting schedule.
Planning & Resource Allocation Committee

• Dates to report to EPC are indicated.
• Have someone from EPC attend PRAC to summarize.
• Enrollment Management Implementation Progress Report, Objective 1 distributed and reviewed.

2012 Program Review
*S. McKinnon*

• 2012 Program Review Draft Calendar of Events distributed.
• Full Program Reviews were due December 21 but has been extended to February 25. Many areas are moving making it difficult to reach earlier deadline.
• Instructional Mini Program Reviews are due December 21. Mini-Reviews that come to PRAC:
  o Miscellaneous Instructional
  o Supplies
  o Other Non-Instructional
  o FT Faculty/Additional Units
  o Other Staffing
• Student Services Full Program Review is due March 2013. SS Mini-reviews may be due earlier. Does SAS review the Program Review? Need to check SAS charge.
• Administrative Reviews go to Cabinet. These are due to be reported to PRAC May 14, 2013.
• 2012 Program Review Review – Draft Calendar of Events distributed.
  o List of probable meeting dates in Spring 2013. In mid-April begin meeting every week.
  o We will meet April 2 instead of April 9 because of holiday.
  o Miscellaneous instructional is 3/12
  o Supplies is 3/12
  o Other non-instructional is 3/12
  o FT Faculty/Additional units is 3/26
  o Other staffing is 3/26
  o Student Services is April 2.
  o IE final recommendations is 4/23
  o Instructional hardware is 4/23
  o Instructional software is 4/23
• Comment: Need to follow-up re: what we recommended, what President agreed to and what was accomplished.

Modernization Update
*L. McCarty*

• At tonight’s Board Meeting presenting recommendation of new Program Manager. Panel made recommendations with unanimous selection of Jacobs Construction Program Managers. If accepted, we begin transition immediately. There will be a carefully orchestrated transition. Will also discuss the tree program. No redwoods will be removed. Team is working hard to keep as many signature trees and bushes as they can.
• Science/Math/Nursing & PA opening in January.
• Swing Space is getting off ground.
• Had a kickoff meeting for folks who will use Austin as swing space.
• Child Study Center is progressing quickly.
• Renderings of new building are on website under Modernization.
• Have to see what Summer 2013 looks like for impact on Learning Resources Center and Student Services buildings.
• Comment: Old roof behind Fusselman needs to be removed.

**Subcommittee Reports**

**Technology Planning: M. Irvine**
- Hold for future meeting.

**Student Access & Success: S. McKinnon**
- Hold for future meeting.

**Educational Planning**

**C. Hsieh**
- EPC Effectiveness Rubric distributed.
  - Working well and hope committee will see its benefits.
  - Shows what EPC will do as a team.
  - Use rubric to evaluate process.
  - There are 5 Rubric Criteria with 4 levels for each.

**Facilities Planning**

**S. McKinnon**
- See L. McCarty update above under Modernization Update.

**Instructional Equipment**
- Hold for future meeting.

**Professional Development**

**C. Hsieh**
- Hold for future meeting.

**Meeting Wrap Up/Assignments**
- Next meetings are January 22 and 29.
- Status of Last Year’s Recommendations (January 22 agenda)