Planning & Resource Allocation Committee

February 10, 2015
2:00-3:30
Minutes

Present: Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou (Resource), Jonathan Eldridge (Co-Chair), Sarah Frye, Christine Leimer, Greg Nelson, Sara McKinnon (Co-Chair), Carol Perez, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Sheila Whitescarver

Others Present: Peggy Dodge, Laura McCarty

Absent: Yolanda Bellisimo, Peggy Isozaki, Gina Longo, Patsy Puertas, Michael Trump

Agenda Review
• Agenda approved.

Minutes
• Minutes of January 27 meeting approved.

Finance Committee
G. Nelson
• Committee will be meeting after PRAC today to discuss the following:
  o Processing bond payments
  o Payroll & benefits
  o Bank borrowing

Educational Planning Committee Recommended Objectives for 2015-2018 Strategic Plan
P. Dodge; C. Leimer
• Memo from EPC distributed for a review of recommendations.
• Memo is constructed mirroring how the workflow was done.
• Ed Master Plan was a 10 year plan. We will have 3 year Strategic Plans to implement it.
• EPC recommendations are basically what the committee said should be done with the preceding text that came from Ed Master Plan.
• Strategic Planning Task Force will take each of these recommendations, create objectives and action steps.
• Comments about broader use of instructional technology across the college.
• Recommendations will go from PRAC to College Council and Strategic Plan Task Force will develop objectives.

PRAC approved moving the recommendations forward to College Council.

Proposed Revision of COM Mission Statement
C. Leimer
• Memo from Mission Review Task Force was distributed.
• Task Force received feedback from survey (50 responses out of 73). 75% of responses agreed that existing statement reflects the mission of the college. Most of changes suggested were editorial.
• Sent memo to heads of Senates.
• First paragraph shows rationale for revisions.
• Second page is revised statement showing changes.
• One discussion point is issue of environmental sensitivity.
  o Suggest using word “responsibility” rather than “sensitivity.”
• Comment about bullet worded “basic skills improvement/English as a Second Language.” These do not belong together. Suggest a separate bullet for ESL instead of deleting it.
• Suggest looking at every part of our student population and see if they are represented in the statement. Make sure we are covering all the bases.
• Discussion about “lifelong learning and community and cultural enrichment.”
• Still collecting feedback from Senates and will then submit to College Council.

Facilities Planning Committee
District Wide Master Plan: G. Nelson
• If Board decides to go out for another Bond, we need a new Facilities Master Plan. G. Nelson has been working on a draft plan and shared a flow chart.
• Studying and surveying would be done ahead of a Bond. That way, if we were approved for a Bond, much work would be done ahead of time. We would have a functional document; also helps with our priorities.

Donor Monument Sign (90% Recycled): G. Nelson
• Showed a proposed donor monument sign, a Foundation project.
• The sign is composed of 90% recycling materials, including pillars from former Academic Center and brass from KTD and IVC doorknobs.
• Sign will be located near Miwok dedication area, along major thoroughfare.

Facilities Planning Committee: Charge Revision
L. McCarty
• Added: “Review and recommend new or revised facilities-related Board Policies and Administrative Procedures.” Words “new or revised” were added.
• Future plan would include long term cost of ownership.
• FPC members are B. Woodlief (co-chair), S. McKinnon, J. Kuromiya, L. Loeffler; could use more student involvement. Managers are N. Schorske, H. Rank (co-chair), L. McCarty.
• Revisions go from PRAC to GRC if PRAC approves changes.

PRAC approved changes in FPC charge and will forward to GRC.

Subcommittee Reports
Technology Planning
• Nothing to report.

Student Access & Success
• Nothing to report.

Educational Planning
• Nothing to report.

Facilities Planning
• See above discussions.

Instructional Equipment
Planning & Resource Allocation Committee

- S. McKinnon will follow-up re: composition of IEC.

Professional Development
- Nothing to report.

Other Reports/Updates

Program Reviews
- S. McKinnon is working on Program Reviews and will pull out data, make PDFs of all reports and assemble into discipline reports and committee reports; will include narratives that go with them.
- C. Perez has finished Job Placement Program Review.

Meeting Wrap Up/Assignments
- Next meeting is February 24.