Planning & Resource Allocation Committee

February 12, 2013
2:00-3:30, AC 108
Minutes

Present: Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Al Harrison, Chialin Hsieh, Peggy Isozaki, Molly Johnson, Dawn McIntosh, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Also Present: Barbara David, David Wain Coon
Absent: Yolanda Bellisimo, Mike Irvine, Marshall Northcott, Craig Wheeler

Agenda Review
- Agenda approved.

Minutes
- Minutes of January 22 meeting approved.

Accreditation Update
David Wain Coon
- President has heard from WASC that it took action in January to remove the warning. They recognized our hard work and did not have any recommendations.
- Thanks to all for good work.
- We will have to submit a midterm report.

2013-2014 Budget Update
David Wain Coon
- Received letter from PRAC requesting information. President is working on a written response to PRAC and Academic Senate.
- Structural Deficit 2012-2013 Budget shows a $2.9 million deficit.
- Review of Status Quo budget would have put us in a hole over $5M for 20015-20016, so created a 4-year rolling budget plan.
- Funded $400,000 of Program Review requests that came through last year.
- Reductions were implemented: Plan for Closing the 2012-2013 Gap.
- Non-instructional Reductions:
  - Discretionary
  - Non-Instructional Faculty Salaries
  - Classified and Administrative Salaries
  - Legal Fees
  - Total Non-Instructional: $548,852
- Instructional Reductions—Salaries: $625,000; Statutory Tax Savings, $77,500.
- Review of Four-year Budget Projections.
  - Still working on part-time figures.
Based on what we’ve projected still looking at about a $400,000 shortfall.

- The work on these projections has affected not sending out unit allocations.
- To keep at 5% reserve, have to cut $2.3 million in 2013-2014.
- 2013-2014 Revenue Assumptions:
  - Secured Taxes, $1,027,000
  - Supplemental Taxes, flat
  - 20% Growth in International Students

Suggestions for Closing the 2013-2014 Gap:
- Classified and Administrative Salaries, $550,000
- Non-instructional faculty salaries, $200,000
- Utilities, $150,000
- Outside Services, $100,000
- Total Non-instructional, $1,000,000
- Instructional Reductions—Salaries, $500,000
- Statutory Tax Savings, $175,000
- Additional Needed to Close Gap, $625,000

Above is a proposal to take to constituent groups to review and bring back to PRAC for feedback. President asks that he hear back from all whether these targets can be reached.

- If we receive better news at end of year, we can adjust budget accordingly.
- President would commit to some level of hiring but not fill every vacant position. Preference is to stagger hiring over next years.

Comments
- When do retiree savings kick in?
  - It depends on how much funding goes back into instruction.
  - Group that retired as of December = Cost is $145,000 each year for five years.

Full-Time Faculty Requests from 2012 Program Reviews

FTFAC’s Recommendations
- **Librarians**: Replace 2 retiring Librarians, Fall 2013
- **Counseling**: Replace 2 retiring Counselors, Fall 2013 and 2 in Fall 2014.
- **DSPS**: Replace 1 retiring Coordinator, Fall 2013.
- **Biology**: Hire Fall 2013.
- **Computer Science**: Hire Fall 2013 (no full-timer in discipline).
- **Social Sciences**: Replace retiring instructor, Fall 2013.
- **Spanish**: Hire Spring 2014 (part-time unit conversion).
- **ART, Sculpture**: Replace retiring instructor, Spring 2014.
- **BEHS—Sociology**: Spring 2014 (replace retiring instructor; no full-timer in discipline).
- **BEHS—Psychology**: Spring 2014 (PT unit conversion).
- **BEHS—Soc/Psych**: Fall 2013 (PT unit conversion).
- **COURT REPORTING**: Fall 2013 (no full-timer in discipline).
• English Skills: Fall 2014 (replace retiring instructor).
• Math—Basic Skills: Fall 2013 (replace retiring instructor).
• Physics/Astronomy: Spring 2014 (replace resigning full-timer)
• Music: Fall 2014 (replace 1 of 2 resigning full-timers).

Subcommittee Reports

Technology Planning: M. Irvine
• 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
• Hold for future meeting.

Professional Development
• Hold for future meeting.

Meeting Wrap Up
• Next meeting is February 19