Planning & Resource Allocation Committee

February 19, 2013
2:00-3:30, HC 124
Minutes

Present: Yolanda Bellisimo, Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Chialin Hsieh, Mike Irvine, Molly Johnson, Dawn McIntosh, Sara McKinnon (Co-Chair), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Absent: Al Harrison, Peggy Isozaki, Michele Martinisi, Marshall Northcott, Craig Wheeler

Agenda Review

- Agenda approved.

Minutes

- Minutes of February 12 meeting approved.

2013-2014 Budget Planning

- We are asked to reduce by $625,000 for 2013-2014.
- Last year $400,000 was funded but not all of these are ongoing funds. (Refer to August 13, 2012 Memo from President to PRAC re: 2012-2013 Funded PRAC Requests.
  - $400,000 included Accreditation.
  - Instructional Equipment is not ongoing.
  - TEAS 5 Test ($3,500) was unspent because money was received from another source.
  - E-Unisol computers: put in $100,000 to buy those computers, a one-time only cost.
  - Given the above, $400,000 might really be $300,000.

Comments

- $625,000 is looking at salaries plus benefits.
- We need to take a manage budgets carefully approach. Maybe anything beyond a certain amount would be approved by a higher unit manager.
- Print fewer copies; save electricity; pay memberships after July 1.
- Have discussions within departments re: sharing supplies.
- Think about doing things differently; can’t keep cutting. Get better at what we’re doing with fewer resources.
- Many processes are still done on paper that could be done in Banner. We could have fewer positions by making a shift yet doing things more efficiently. Must consider a global approach to greater efficiencies.
- President has asked for $500,000 reduction 72 classes for next year for 2013-2014. Are there 72 courses that are not required for essential core?
C. Torres has been working on this. She will meet with Deans and some Chairs. She will compile a list that provides an idea of what 72 classes (reductions) looks like. What would those courses be?

- This is in addition to cuts that were already made.
  - Repeatability will be hit significantly. Look at ways to offer 2 sections instead of 3. This could save a significant amount and impact fall 2013.
  - Question need for IT Supervisor and 2 assistants in President’s Office.

**Ideas for Savings**
- Freeze expenditures above a certain amount of money.
- Garage sale.
- Reorganization (SERP).

**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 26)**
- Need list of proposed 72 courses for reductions.
- Need list of funded (not filled) classified and manager positions.
- Ask for supplies budget information: lottery and non-lottery.
- Non-faculty: What is unused classified and manager vacation liability? If that is used this fiscal year will it have a positive impact on next year’s budget because of reduced liability going forward?
- If people with accrued vacation are going to retire has it been factored into savings? When figured out retirements what was impact of unused sick leave?