Planning & Resource Allocation Committee

February 26, 2013
2:00-3:30, HC 124
Minutes

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

Absent: Al Harrison, Molly Johnson, Marshall Northcott, Craig Wheeler

Agenda Review
- Agenda approved.

Minutes
- Minutes of February 19 meeting approved.

2013-2014 Budget Planning
- Unused classified and manager vacation liability is $127,499 as of June 30, 2012 (represents one sixth of liability). If anyone is carrying forward vacation time, it’s an accrued liability.
  o Vacation liability reduction will not be a cost savings.
  o This is not something we can currently count on.
- Question re: if people retire with accrued vacation, is it factored into savings?
  o Doesn’t change anything.
- Unused sick leave:
  o STRS; district gets billed after people retire and we have to pay for; paid $40,000 since December 2012.
- Positions budgeted, funded and status:
  o Accountant, .70, vacant
  o Administrative Assistant to VP, 1.00, filled (incremental increase not budgeted)
  o Box Office Cashier, vacant funded, .29, hourly
  o EOPS Coordinator, vacant funded, .15
  o Financial Aid Assistant Director, vacant funded, .50 filled
  o Information Technology Supervisor, vacant funded, 1.00, search in process
  o Instructional Specialist, English, vacant funded, .71, search in process
  o Instructional Specialist, Technologist, vacant funded, 1.00, filled
  o Office Technician, vacant funded, 1.00, filled
  o Testing Technician, vacant funded, .59, filled
  o Dean of Health Sciences, vacant funded, 1.00, filled on interim basis
  o Administrative Assistant to VP, 1.00, new position, search in progress
- We are trying to reduce $400,000 deficit for this year so interested in, for example, salary savings.
- Need real time information.
• New Funding Initiatives: Review of list totaling $368,959.00 (best guess of what it would cost to do these things). This will not represent additional savings.
• Review of list of contract services. At end of January, total contract services were approximately $566,000. $1.5 million was budgeted.

Comments
• How are budgets managed?
  o What is institutional philosophy re: budget? Need agreed upon format whereby people build their budgets.
  o HR/Fiscal budget managers must agree upon approach that people can understand.
  o In future, a Work Force Plan will be developed.
  o Classified hourly staff is part of the discretionary budget.
• There is $400,000 less this year than was projected. Find a way to recapture it before end of year or next fiscal year will be larger deficit.
• Need more information. How many positions we have, the cost to fill or not fill. Need accurate list to do this.
  o Newly vacant positions and whether backfilled.
• Suggest any request to transfer out of contract services account or spend from it needs to be approved. Freeze contract services account?
• Review every part of budget and anticipate what can be saved this year.

Instruction
C. Torres
• Still holding packets because waiting for a decision about reductions in instruction. Fall registration date has been changed.
• Unit allocations using census numbers will inform 2013-2014. Use census numbers as starting point. If decide we need to reduce by $500,000, then, would need to inform Chairs and Deans.
• Working with Deans and Directors to identify elective only courses and look at courses as a deferral for one year to see how much money we can come up with. Analysis is close to $490,000.
• Proposal came forward from President to cut 72 courses or $500,000. C. Torres is trying to respond by analyzing (through articulation lens) how we might get there and how much pain would it entail. Mission is Transfer, Basic Skills, Career/Technical. In near future, would like to work on master schedule to inform these decisions.

Comments
• Are there 72 classes that do not meet our core mission? Without an answer, cannot support this proposition.
• Once PRAC has data it can recommend accordingly. Mission is to serve as many students as possible with their educational goals. PRAC can provide guidance.
• PRAC understands implications of moving forward making sure COM is offering a set of courses next year that meets students’ needs with educational goals and cuts courses that don’t
contribute to that. Whatever that number is, we’ll have to find funds somewhere else. It’s possible we may have to find $100,000 somewhere else.

- PRAC is not the entity to decide what courses to cut.
- PRAC has to see a scenario: here is what it looks like if we get to $400,000 or $500,000. If we had to do this, how can we get there?
- Scenario is a scalpel approach; some areas will be hit harder than others.
- Department Chairs are involved in process of reductions.

**Enrollment Priorities**

*J. Eldridge*

- Hold for next meeting.

**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 March 12)**

- P. Isozaki will provide February payroll expenditure and updated projection.
- P. Isozaki will provide a list of contract services accounts per department.

**Next Agenda**

- Budget Planning 2013-2014
- Enrollment Priorities (J. Eldridge)