Present: Yolanda Bellisimo, Angelina Duarte, Chialin Hsieh, Peggy Isozaki, Molly Johnson, Rebecca Kenney (Co-Chair), Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Resource), Carol Scialli (Resource), Kathleen Smyth, Craig Wheeler

Others Present: David Wain Coon, Barbara David, Al Harrison, Laura McCarty

Absent: Tom Burke, Mike Dougan (Sabbatical), Jon Gudmundsson, Mike Irvine, Norm Pacula, Nanda Schorske

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 29 meeting approved.

Committee Membership
- Introduction of Rebecca J. Kenney, Ph.D., new PRAC Co-Chair and Interim VP of Student Learning.
  - Honored to be here as a new team member at COM.
  - Started in trades as an ironworker, carpenter, and mason.
  - Returned to school to receive A.A. from Seattle Central Community College.
  - Graduated from University of Washington with a B.A. in English, specialization in American Indian Studies.
  - M.Ed., Oregon State University.
  - Coordinator, Apprenticeship Training & Education, Seattle City Light was first job in higher education.
  - Director of Community Education, Portland, Oregon, 7 years.
  - Dean, Office of Continuing Education, Hawaii Community College while pursuing Ph.D. in Education, with concentration in Community College Leadership.
  - Dean, Math & Science, CTE, Merritt College, 3 years.
  - VP of Instruction, College of Alameda, 2 years.
  - Believe deeply in shared governance through filter of serving students.
- Add Scott Blood (replacing R. Bergstrom-Wood) to list of committee members.
- We now have two VP’s, one over instruction and one over Student Services, both in attendance at this meeting.

Committee recommends that VP of Student Services be an ongoing member of the PRAC.
Distance Education Plan

C. Hsieh

- Alignment with Integrated Planning Manual; also tied with Ed Master Plan priorities.
- Accomplishments are noted related to the DE program.
- New initiatives based on priorities with responsible party, measureable outcomes, timeframe.
- Review of table of contents.
- Major part is how we link DE Plan to planning process. See Integrated Planning Model (colored circle flow chart.)
- Group did a great job on priorities developing elements related to each priority.
- Chart shows 2011-2012: staffing or funding for DE Program, $257,852; 2012-2013 is $194,816.
- Instructional Technologist position: Position will assist with DE Program operation, training faculty and students, DE web page. Position description has been submitted to HR. Hope to have person in place by early October.
- Comment:
  - Involve faculty in process because they are users.
  - Maybe won’t need .4 faculty coordinator once we have new position.

Committee recommends approval of the Distance Education Plan.

Facilities Plan

L. McCarty

- Plan (60 pages) came together with much teamwork and shared governance.
- Past reports did not reflect inclusiveness.
- Wanted plan to align with COM’s Ed Master Plan while adhering to state standards.
- Plan reflects how far we have come with Measure C.
- Thanks to S. McKinnon and E. Dunmire for their assistance.
- Table of Contents is road map.
- Plan starts out describing process and people involved in facilities planning.
- Chapter 3 is history of planning going back to 1924 through Measure C.
- Chapter 4 is meat of plan.
  - Key in on emphasis of Ed Master Plan and its objectives. How our current and future projects match up.
  - Projects are going forward.
  - Table lists capital projects and reference to Ed Master Plan as well as State Standards.
- Chapter 5 is sustainability. (Green plus how will plan live on.)
  - Green projects.
  - Energy savings (voltaics), lighting; PG&E rebates.
  - Onuma software tool will help make decisions about improvements with limited resources. Data will assist with this.
- Chapter 6 is appendix.
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- Project descriptions with photos included.
- Annual timeline and keep plan a living document.
- Appendix shows where we stand against state standards.
- Plan will be renamed 2012 Facilities Plan removing word Master (per President).

Committee recommends approval of the 2012 Facilities Plan.

Staffing Plan
S. McKinnon; Y. Bellisimo

- WASC noted lack of a staffing plan. Once on warning, plan was revisited at first accreditation meeting.
- Y. Bellisimo and S. McKinnon reviewed various model plans online but wrote own plan for COM.
- Overview related to mission.
- Current staffing and numbers; how plan fits into Program Review.
- References to Board Policies and Administrative Procedures are included.
- Training and orientation is included.
- Most staffing plans reference their organization’s staffing report which comes out of HR office. It provides ideal levels in a perfect world. A staffing report helps look at staffing priorities. We realized we don’t know what our ideal should be.
- Improving Planning Process:
  - PRAC needs to focus on this piece.
  - Recommend that President direct HR to prepare a staffing report in fall 2012 to assist PRAC in its spring 2013 recommendations.
    - Who will insure that Staffing Report is written by HR? (Needs to be a broad based process with buy in.) What is plan going forward?
    - Who continues to maintain and update Staffing Plan?
    - Every district configured differently so difficult to compare with other districts.
    - Maybe HR creates initial report, goes to PRAC, and subcommittee works with HR to vet plan yearly to ensure plan is being maintained.
  - Comment: Restate wording about ideal, expectations, reality.
  - Comment: Take out passive voice.

Committee recommends approval of Staffing Plan with suggested edits.

SLOs Plan Update
Y. Bellisimo

- Final SLO version.
- Added final numbers re: how many courses and certificates have SLOs.
- 100% of degrees have SLOs.
- All but course outlines have been updated.
- All matrices except Medical Assisting are done and posted.
Technology Plan Update

S. McKinnon
- Added amounts (cost) of items.
- *DegreeWorks* cost in plan refers to Sungard consultant.
  - Will approve .5 for T. Hudgens (OIM) to populate data.
  - Student Services staff will contribute .5.
  - Counselor contribution.
  - $45,000-$55,000 to get *DegreeWorks* up and running.

Integrated Planning Manual

C. Hsieh
- Reworked so plan reflects now and going forward.
- Plan explains the colored circle graph; updated years including DE, Facilities Plan, etc.

*Committee recommends approval of revised IPM.*

Budget Update & Next Steps

David Wain Coon
- Intention is to share with group where we are with budget (got together in June with leadership constituents).
- We have a $3.2 million budget deficit.
- Will present a 4-year option to Board to distribute pain over time.
- What has changed with this budget on revenue side:
  - Adjustment in baseline property taxes: We can expect over $200,000 more than anticipated.
  - International students’ enrollment: Anticipate 20% growth annually.
  - Fee for concurrently enrolled students.
- Expense side:
  - SunGard license: spreading fee over 4 years.
  - Increasing international students budget.
  - Settling contracts.
  - Loss of *Partnership for Excellence* funds.
- Review of possible scenarios with expenditure reductions year 1, 2, 3, 4.
- Comments:
  - College needs time to do this right. Since we are midway in terms of budget, take this year as light as possible and give college time to do a surgical approach to do other reductions.
  - No assumption about economic growth?
Planning & Resource Allocation Committee

- This is based on what we know today.
  - We can adjust the plan if we have more revenue.
    - Though sales are up in Marin, valuation has gone down.
    - If cut in increments, escalation (increases) add to the shortfall amount.
    - Investing in *International Students Program* is projected to equate to $125,000 each year, net increase over 4 years would be $1.8M (one entrepreneurial area for investment).
    - Any funds we don’t spend each year will go into reserve as one time savings. This is what has built up our current reserve.
    - Whatever plan we decide upon must be monitored regularly.

- **Next Steps:**
  - President will recommend Scenario 2 to Board.
  - Looking globally for funding sources.
  - Introducing retirement incentive (15 people = $2.5 million over time).
  - *Enrollment Management* process will inform process.
  - Once we have a target after Board meeting, President will return to PRAC with follow-up, including possible areas for cutting expenses.

**2012-2013 New Funding Initiatives (Preliminary)**

- Reflects PRAC’s work and also reflects reorganizations.
- Top page is all positions.
- *Instructional Equipment* is $75,000 is in addition to *E-Unisol* project.
- *Nursing, TEAS V Test*, $3,500.
- *Student Services, LRC Tutors*, $3,500.
- *Library Collection*, $25,000 (ongoing)
- Review of Reorganization positions:
  - A&R Supervisor, $13,000
  - A&R Bursar, $16,000
  - Instructional Technologist, $80,000 (Accreditation)
  - Financial Aid Supervisor, $100,000
  - Geology Lab Tech (.5 FTE), $27,402
  - Health Sciences Dean, $9,280
  - IT Supervisor, cost neutral
  - Library IS, cost neutral
  - Math Tutors, $3,500
  - Assistant Coach stipends, $11,250
  - Science/Museum Lab Tech (.5 FTE), $27,402
  - Admin Assist to VPSS, $16,571
  - Admin Assist to WFD Dean, funded by grant
  - Student Grievance Officer, $9,000
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- Exec Director-Advancement, $10,424
- Exec Dean-WFD/CE, $10,424
- VP Student Services, $23,130

Comments:
- 2 or 3 faculty positions were cost neutral (unit conversions) and could make sense. President will review these.
- What about Health Sciences Admin Assistant at IVC?
  - Maybe redeploy resources.
- Library support at IVC (accreditation related item):
  - Staffing with Librarian or Assistant?
- Suggest negotiating a deal with vendors re: cost of toners, etc.
  - Departmental printing.
  - Energy consultant.
  - Look at how we do business; suggestion box college wide.
  - President has proposed paperless agendas to Board. Suggestion box, college wide how we could save money.

Meeting Wrap Up/Assignments
- PRAC will meet again August 7 and President will attend.