Present: Yolanda Bellisimo, Becky Brown, Jeff Fleisher, Sara Frye, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair)

Also Present: Patrick Ekoue-totou

Absent: Gina Cullen, Jonathan Eldridge, Paul Fanta, Gina Longo, Greg Nelson, Nanda Schorske, Ben Wilson, Sheila Whitescarver

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 11 meeting approved.

Introduction
- Welcome to Patrick Ekoue-totou, Chief Information Officer/Director of Information Technology.

Schedule of Fees
G. Nelson
- Defer topic to next meeting.

Program Review
S. McKinnon

Staffing Requests
- ACRT; AUTO; ELEC: Full-time Lab Assistant (may be for an evening class)
- BIOL:
  - Administrative Assistant, make full-time from 25.5 hours. (This is an ongoing request. Position supports Life & Earth Sciences and Math Departments.)
  - Instructional Specialist, 17 hours for Anatomy and some Micro
  - Hourly support (20 hours/week), to coordinate supplies for classroom instruction (Goes with Geology request, one time request)
- CHEM: Lab Tech (Question whether Physics position was converted to this one. C. Torres will follow-up.)
- DENT: Tutor, 30-75 hours/month, $5,606 per semester (new requirement by American Dental Association)
- DRAM:
  - Work Study for Costume Shop, 8-10 hours per week
  - Hourly, 10 hours/week, to pay students a stipend who manage shows
  - Hourly, 16 hours/week, Stage Production Tech
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- Hourly, 12 hours/week, Office support for promotion
- Part-time, 30 hours/week, Costume Shop Supervisor

- ENGL/HUM: Instructional Specialist (IS), 145 hours per week. Fill 145 unassigned IS hours with permanent employees. Will staff hours for continuity. Avoid scheduling challenge. Converting from hourly to permanent positions that would include benefits.

- MEDA: shared with DENT request.

- NE: Grant funded items listed are meant to document positions. In future, if lose grant funding, district would have to support.
  - Clerical, 20/week
  - Instructional Specialist (IS), full time
  - Lab Tech (Sim Lab Coordinator), 20 hrs
  - Grant Coordinator, 5 hours/week
  - Faculty Mentor, 2 hours/week
  - High Risk Advisor, 3 hours/week
  - NCLEX Advisor, 3 hours/week
  - Tutors, 3 hours/week

- KIN/PE: Hourly, 15/week, sports information director.
  - K. Smyth will obtain additional information.

Non-instructional Equipment Requests

Library

- Computer Tables (28) for computers that will be arriving, $11,340
- Grazie Seating Task Stool (56), $13,272.
- Shelving for MARINet Office, $671.96.
- Movable Shelves to develop pleasure reading collection (15), $10,544.85.
- 3M Porcelain Magnetic Dry-Erase Boards (5), $1,199.95.
- Study Tables (4), $1,444.
- Chairs for Study Tables (16), $1,440.
- Tables for Computer Printer (2), $1,080.
- General Purpose Tables (2), $710.

Comments

- Suggest phase in i.e., fund as much as possible this year and the rest next year.
- Create an environment that is vibrant yet with quiet spaces.

Other Non-Instructional

- ESL Credit: HP LaserJet Printer, $265
- ESL Credit: Other Office Equipment (6), $474
  - Question about purchasing individual printers as opposed to consolidate into one service.
  - Standardization and utilizing one vendor. IT is not equipped to fix all types of printers.
  - Hold off purchasing printers.
Planning & Resource Allocation Committee

- DRAM: 5 foot Dual Tub Paint Sink with Drainboard, $1,200. (Work with M&O)
- DRAM: Storage Cabinets (2), $1,578. (Work with M&O)
- DRAM: Storage Container, $5,877. (Work with M&O)
- DRAM: Flatbed Scanner, $8,369
  - Suggest contracting this out. Obtain a quote.
- Modern Languages: New computer and printer for Modern Languages office, $1,702
  - Printer died when ML moved into this building.
  - J. Fleisher and Patrick will follow-up. IT may have 12 extra computers for emergency situations.

**Supplies Requests**

- First two items will need to be included under staffing requests.
- English Skills: New printing budget for students, $2,000
  - This requires more research for audit purposes.
  - Handle via GoPrint?
  - Technology fee re: students’ account.
  - Need more information from G. Nelson.
- ESL Credit: 75 Adapted ESL Readers, $12 per book, for $891 total
- English & Humanities: Campuswide service, $1,900
  - Need clarification. What is this request for?
- Biology: Supplies for IVC to be shared with ELND classes, $275.00 (budget augmentation)
- Biology: New supplies, $400 (augmentation)
- ACRT: $1,500 budget augmentation
- MMST: Black Dry Erase Pens (48) for replacement.
  - More information needed.

**Library Requests**

- Library books to increase book budget, $10,000 ongoing
  - Support what students need.
  - Keep us current.
  - Comprehensive overhaul of collection.
- Start a collection of DVDs and CDs, $5,000.
  - Check Media Services’ collection.
- Expanded budget for print periodicals, including magazines, newspapers, academic journals, $5,000
- Pleasure reading collection of books in print format, $2,500
- ASCOM provides some funding for Library and try to keep one or two older textbooks on reserve. Desk copies received by faculty members could be considered for Library.
- Library needs updating on many levels. Book budget at similar college was $100,000. Current budget is closer to $20,000. Now that COM is part of MARINet, we need to hold up our end of bargain. We have to be a good member.
In future would consider electronic options.

Comments
- Suggest high priority requests are the first and third ones (A priorities).
- Second and fourth are B priorities.

Subcommittee Reports

Technology Planning
- 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
- Has begun meeting this semester.

Professional Development
- Hold for future meeting.

Other
- Full-time Faculty Recommendations have been forwarded to the President for his review and response.
- A location is needed for students who use MACs can print documents – need a MAC and a printer for it.

Meeting Wrap Up/Assignments
- Next meeting is April 8.