March 26, 2013
2:00-3:30, AC 108
Minutes

Present:  Yolanda Bellisimo, Gina Cullen, Chialin Hsieh (Resource), Mike Irvine, PeggyIsozaki, Dawn McIntosh, Sara McKinnon (Co-Chair), Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Resource)

Absent:  Jon Gudmundsson, Jonathan Eldridge, Molly Johnson, Michele Martinisi, Kathleen Smyth, Craig Wheeler

Agenda Review
•  Agenda approved.

Minutes
•  Minutes of March 12 meeting approved.

Budget Discussion Continued
Updated Payroll Expenditures and Projections;
Contract Services by Department
P. Isozaki
Review of Contract Services Document
•  Shows adoption budget and shows budget transfers by department with description of department.
•  Contract services consists of four accounts, for instance, maintenance agreements. Shows budget transfers and available balance.
•  On page 2, question about Academic Administration entry $559,697 adopted budget then $502,507 out. This entry may have been related to balancing the budget.
•  Managers agreed to find $260,000 total budget savings to offset our deficit. These are savings outside of contract services account.
•  Revisit contract services in a future meeting with March numbers.

Review of Salaries Document
•  Shows salaries for faculty, classified and administrators.
•  Classified instructional-regular are lab techs and instructional specialists.
•  Non-instructors regular are librarians and counselors.

Staffing Plan: List of Positions & Status
•  Document represents our current staffing.
•  Under Learning Resources - Library, an IS has been hired.
•  Under SERP provisions faculty could still serve as Chair and teach 6 units for two semesters at most if units available.
• Suggest send list to managers for clarification re: information because there are many inaccuracies.
• Review this list again in May.

Additional Units Requests
• We do not have funding for additional unit requests.
• N. Schorske trying to fund MMST request with a grant.
• Both Anthropology courses are online.
• ESL Lab Coordinator has been requested for 5 years. Question whether there might be a sidebar about this as a negotiable item. Suggest publishing all sidebars.
• Nursing request (4.485 units) is a sidebar. This request must go forward because linked to UPM Contract.
• Athletics, summer 2014 (6.665 units): revisit next year.
• ECON 102 (Macroeconomics): defer request.
• Counseling: Offer classes to link to Basic Skills courses (COUNS 115; COUNS 125). Idea is to move forward next year to pilot classes so implement in fall 2014. Revisit request in early May. ASCOM contributed $12,000 to Counseling. These requests appear to be a duplicate of last year’s requests.

Committee recommends Anthropology work out a rotation (swap) for units; ESL Coordinator is negotiable; Dean of Workforce is working on a grant for MMST units; Nursing must move forward; Athletics will be revisited in fall 2013; Drama and Economics are on a rotation (swap).

Instructional Supplies Requests, Miscellaneous Instructional Requests, Non-Instructional Requests

Instructional Supplies
• MEDA supplies, $3,200, is an important request. P. Isozaki believes this is in their budget.
• ELND has sufficient funds in budget to cover request.
• Music request, $2,780, is covered.
• PE (Athletics), $5,000, travel costs: Recommend and review rental policies as to how rental income is allocated.
• PE (Athletics), $5,393, athletic officials: Approve
• COUR request is in the budget.
• CHEM, chemicals and lab ware: Funds should be in general fund.

Miscellaneous Instructional Requests
• Chemistry/Physics: Pens (non-toxic) for whiteboards, $300. Suggest sending this information to all and use supply budgets to purchase.
• Court Reporting, $500, for materials, textbooks. N. Schorske will research this.
• Credit ESL, Maps etc. Suggest using supply budget.
• Geography, $1,000, globes, maps, etc. for labs. Peggy is researching their supplies budget.
Planning & Resource Allocation Committee

Strategic Plan Action Step 8.2: Memo from EPC
C. Hsieh
- EPC memo indicates it received a progress report on Strategic Plan Action Step 8.2. The report indicates only 5% progress toward achievement of action steps 2012-2013. Lack of resources was cited as reason for lack of progress.
- Chair McKinnon will draft letter to President for guidance.

Subcommittee Reports
Technology Planning: M. Irvine
- This is a list that Tech Committee was asked by Board to prioritize (by M. Northcott). AI needs to take this to Board re: funding.
- DegreeWorks is ready for implementation.
- MARINet is ready to go.
- Some funding has been released to start WiFi project.
- Many items require funding to implement.
- Question whether such a list needs to go through PRAC.
  - Charge of committee is to monitor the progress.
- Details are not in this list but it shows what the plans are.

Student Access & Success
- Hold for future meeting.

Educational Planning
- Update on Action Steps progress was handed out:
  - Objectives on left side.
  - Dates to report to EPC.
  - Action Step: must do something, year 1.
  - Progress as of date to report to EPC.
- Please share with constituents and let know Strategic Plan is making good progress.

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 26)
- C. Torres will advise HR of edits to staffing plan list.
• S. McKinnon will send e-mail to all providing Program Review link. When recommendations memo is sent to President, she will also forward to all.

Next Agenda
• Non-instructional Requests