Planning & Resource Allocation Committee

March 27, 2012
2:00-3:30, AC 108
Minutes

Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Chialin Hsieh (Staff Resource), Mike Irvine, Peggy Isozaki, Molly Johnson, Sara McKinnon, Michele Martinisi, Nanda Schorske, Carol Scialli (Staff Resource), Kathleen Smyth, Craig Wheeler

Others Present: Linda Beam, Ann-Marie Lancaster (WTC Consultant), Becky Reetz
Absent: Tom Burke, Mike Dougan, Jon Gudmundsson, Norm Pacula

Agenda Review
• Agenda approved.

Announcements
• Welcome to Craig Wheeler, a student and Director of Services on ASCOM Board. Craig replaces Lance Reyes on PRAC.
• Introductions all around.

Minutes
• Minutes of March 13 meeting approved.

Closing the Feedback Loop re: Previous Year’s Recommendations
P. Isozaki; S. McKinnon
• PRAC Requests Approved and Feedback Form distributed using Distance Ed as an example. Recipients of PRAC allocated funds will be asked to provide information indicated on form so that committee and others know how funds were spent.
• WASC expects us to prove that funds had an impact so this is an evidence supporting document.
• Note that the $11,000 allocated for Distance Ed is really $8,000. Library took $3,000 of those funds.
• Amount was to be for Distance Ed infrastructure.

PRAC recommends that all funds allocated for a specific project may only be used for the project funded. Second, up to 10% of total project allocation may be moved within budgeted line items of that project. Committee requests that, with President’s approval, this language be included on all funding notices and reports.

Student Access & Success Charge
S. McKinnon
• Reviewed and edited charge distributed.
• This has gone to GRC who has approved pending our approval.
• Send back to GRC for approval.

Requests from Program Review
Review of Classified Staffing Requests 2011-2012: Linda Beam
• Some have been requested and approved in the past. What is the status?
Department submitting request needs to follow-up as well. (Note: Dean was advised to hold off on the Health Sciences position.)

Museum Lab Tech has been approved by PRAC for past three years.

Theatre Manager was requested and approved by PRAC. Position (20 hours) was never filled after person vacated.

Museum Lab Tech has been asked for each year but nothing happened.

Math/Science Administrative Assistant works part-time; asking for full-time.

Geology Lab Tech, 20 hours.

ACRT Lab Tech, is a new part-time hourly (10 hours).

ART, 3 IS’s.

PE, flat fee for Assistant Coach.

If a hiring already consented to is held up for some reason, it should come back to PRAC because PRAC made recommendation.

Communication loop needs to be improved.

Who tells department that a position has been approved?

- President would create a memorandum to advise of approvals or disapprovals.

- Suggest HR create flow chart that outlines process so everyone in chain of command is aware and realizes have role in process.

Per Linda Beam

- Counseling, upgrade, trying for a pay increase for one person.
  - Suggest note in template to clarify i.e., asking for a change of status is not permissible in Program Review.
  - Reclassification does not fall under PRAC’s purview because there are contractual obligations involved.

- We haven’t created many new positions. Transcript Evaluator is one that has gone through.

- If a classification already exists, it is not a problem because there is no requirement to negotiate.

- If creating a completely new position, like Evaluator, must go to CSEA, and sometimes it’s not easy.

- Personnel requisition must be initiated by a department to create placeholder even though salary will still need to be negotiated.

IE Miscellaneous for Committee’s Review

- IE Supplies
- IE Miscellaneous
- Special request from Social Sciences re: UCB Model United Nations Conference.
- Non-instructional supplies
- Other non-instructional supplies
- Check to see that departments are not asking for funds in two different places.
- Full-time Faculty Requests (FTFAC to review)
Ann-Marie Lancaster, WTC Consultant

Technology Plan
- Hope to have rough draft of bulk of Technology Plan by April 3. Detail of staff time/hours will not be included.
- Question posed to PRAC: What will you look for when reviewing the Technology Plan?
  - Graphic showing what one will see in the plan and how technology pieces fit together.
  - What was accomplished in last five years.
  - Classroom technology and computer replacement plan are huge holes.
    - Only labs were replaced.
    - Computer replacement plan was approved by PRAC but funding has been a problem.
    - Coordinated picture is missing. This is how we want it to work—ideal.
  - We must have a plan or framework even though funding it may be difficult.
  - Computer station, screen comes down from ceiling, control lighting, and wireless available.
  - Visit new building at IVC or visit PE to see their setups.
  - Plan includes disaster recovery plan.

Subcommittee Reports

Technology Planning Committee
- See presentation by Ann-Marie Lancaster.

Student Access & Success
- Hold for future meeting.

Educational Planning Committee
Chialin Hsieh
- Hold for future meeting.

Facilities Planning Committee
Nanda Schorske
- Hold for future meeting.

Instructional Equipment
- Committee has met twice and has begun its review of requests. Deans have been asked to meet with Chairs and faculty to rank (A) requests.

Professional Development
- Hold for future meeting.

Other Reports & Updates

Student Services SLOs: B. Reetz
- Hold for April 17 meeting as time ran out.

SLO Assessment Plan: Y. Bellisimo
- Plan completed and e-mailed to PRAC.
Meeting Wrap Up/Assignments

- Next Meeting is April 3.
- Carol prepare memo to President about feedback loop.
- Look at Program Review request lists, think about funding or not funding item and rank 1, 2, 3.