Planning & Resource Allocation Committee

May 13, 2014
2:00-4:00, Deedy Lounge
Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Patrick Ekoue-totou, Paul Fanta, Sara Frye, Peggy Isozaki, Gina Longo, Sara McKinnon (Co-Chair), Michele Martinisi, Chris Myers, Greg Nelson, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres (Co-Chair), Sheila Whitescarver

Others Present: Trevor Bjorklund, David Everitt, M. Irvine, Laura McCarty, Matt Smyth, David Snyder, Derek Wilson, Blaze Woodlief
Absent: Jonathan Eldridge, Ben Wilson

Agenda Review

- Agenda approved.

Minutes

- Minutes of April 29 meeting approved.

Reporting Back: Departments That Received Funding 2012-2013

T. Bjorklund: Pro Tools for Computer Lab

- Pro Tools is music editing software. Right now, only half of the computers are loaded with current version; need a complete set.
- Old version only works on old operating system.
- We have a new Adobe Suite.
- We teach the class based on the newest version.
- Allows us to use the software to teach Music 116 and Music 117.
- Assessments to show evidence that this has improved learning.
  - Program hasn’t changed that much.
  - Can you continue to teach the class without ability to use all of the computers.
    - Only if project is started in Pro Tools 11. If a student starts on a computer with the old version and moves to a computer with a newer version, it will be resaved and then the student cannot use the older machines.
  - Don’t have to buy as many M-boxes.

D. Everitt: Starry Night Software

- Starry Night Software has been loaded into two computer labs in SMN building.
- Two Astronomy instructors use the software.
- It knows where everything is in the universe and how fast it is moving. Example: One could ask: “What will the sky look like in the south of Venezuela next Friday? How will it change in the evening?”
- Amazing for visualizing things in the universe. Students have assignments, 20 minutes each and utilize the software.
• Software is used to do experiments.
• Have not done anything re: outcomes as a result of the new software.
• We are pleased with software. Will follow-up with a brief survey as part of an outcomes assessment.

D. Wilson

• AutoCAD Licensing. We have 2 suites now. Have used entertainment suite since late 90’s. Have received feedback from students who were hired directly into game companies using AutoDesk. College needs to renew licensing each year for about $1,100. We receive automatic upgrade to software when we renew. In future, we would like to maintain AutoCad licensing.
• Adobe Licensing:
  o Creative Cloud is much less expensive for users, $360 per year to have access to all Adobe applications.
  o If students have an Adobe ID, even if they don’t own Cloud for own use, they can store fonts, assets, so when log onto any computer in classroom, can go on Adobe ID.
  o If using older versions of software, many problems result. If students using current software can walk into a lab with older machines, it creates a learning gap.
  o Six students were hired full-time locally (Pacific Sun, Macy’s, Athleta, and design companies. They are utilizing skills on the job that they learned with these programs at COM.
  o 10 students in an internship class are working on a project for the Discovery Museum in Sausalito. Students create real time material like applications; build them in class.
  o Students design things like CD’s in class.
  o Software is important for learning and for careers.
• MMST has never been funded by the college; all outside grants. Therefore, excited that COM bought Adobe for the entire college. Now, we can buy licenses specifically for a lab; guidelines around it but don’t have to purchase for all staff and faculty. Can also customize it.
• It would be good if the Technology Committee could review software requests coming through Program Review. Committee would review all technology requests.
• So far, the Tech Committee has not agreed to do this.
• Will e-mail PDF regarding new software licensing to Tech Committee.

Comments
• Suggest, when a department gets funding for something, provide department with key points or helpful hints that they can respond to.
• Programs with ongoing software renewal needs: Is it best so add software renewal need as a line item in department discipline budget to continue funding rather than returning to PRAC each year?
  o Per G. Nelson: Cheaper to purchase an institutional license.
  o We need a conversation about software in general. Much is purchased via the Bond, which is inappropriate. Over $500 million must be removed from Bond funds and
factor into general fund and evaluate what we are using. Collective reasoning around cost of software.

**Instructional Equipment Committee Program Review Requests: Recommendations**

**D. Snyder**

- Review of the *Instructional Equipment Committee (IEC)* composition. Discussion about process.
- Committee separates out supplies and software so only considering instructional equipment.
- Deans and managers rank order their requests with help of Chairs and others. Folks can attend committee to advocate for their requests.
- There are 45 requests for a total of $245,565.91.
- Top two items on list are positioned that way because they involve health and safety.
- Par D60’s for *Drama* are theater lights, $31,608 for 18 lights. This item should have been covered by *Modernization*.
- Committee recommends requests 1-10 be purchased with state IE funds, $75,000. Remaining $14,459.64 would be funded from *Modernization* funds remaining for *Performing Arts* project.
- Committee recommends district contribute an amount to match state’s $75,000 permitting purchase of items 11-20.
- If there are additional funds, fund 20-44 purchased by rank order.
- Recommend that request for work surfaces submitted by *Auto Tech* be reviewed by district and addressed (health and safety). Fund via *Modernization* or another fund.
- Committee recommends request for five classrooms with student computer stations submitted by *English* (over $100,000) be reviewed by district for related concerns. This requires more discussion. We have similar classrooms not being fully utilized.
- IEC recommends that all computer technology purchases be reviewed by *IT* department before purchasing to conform to district standards.

**Comments**

- Currently, standards are not available but *IT* is working on standardization. *IT* highly recommends that folks work with *IT* on purchases.
- Per G. Nelson: We are moving towards centralized copy machines that are shared. We’ll have 9 new copiers in place by end of month. Copiers have interchangeable toner cartridges.
- Governor’s budget 2014-2015: Equipment funds are being pulled back. There may be no equipment money for next year.
- In *Program Review* template, change priority to rank order so that folks don’t list everything as a “1.”

**Technology Plan Initiatives: Reprioritization; Recommendations Re: Technology Advisory Group**

**M. Irvine; P. Ekoue-totou**

- M. Irvine is a Lab Tech in *Music* and a member of the *Technology Committee*. Review of priorities of initiatives in *Tech Plan* (distributed). Worked with CIO/Director of Information Technology (P. Ekoue-totou) to prioritize.
- CIO/Director of *IT* provided his priorities for *IT* (not in *Tech Plan*) as it involves Student Success.
First 3 pages are the initiatives committee decided to retain. Some examples:

- Complete student domain for computer classrooms and labs.
- Update the MyCOM Portal.
- Replace aging voicemail system.
- Upgrade cable and network infrastructure.
- Implement new Wi-Fi Network.

Last page represents some initiatives that have been dropped for various reasons.

Tech Committee should be working on larger initiatives. WTC suggested the Tech Committee form another committee specific to projects. A flow chart was distributed (visual relationship). Technology Advisory Groups are task forces and ad hoc committees of TPC that will research and monitor initiatives vetted by TPC.

Draft of TPC Smart Classroom Criteria Ad Hoc Committee distributed as an example of what such a tag group would look like.

Comments

- WiFi Network is only completed 20% because of infrastructure considerations.
- In future, we will migrate to a single campus identification card: ID Card is a one card program. Students would receive Financial Aid via a debit card instead of district writing checks. Moving students to a bank card for refunds. Can morph it into student ID’s, for library, a true one card program. Students are not charged a fee for it.
- IT priorities can be viewed in a more global perspective. There are strategies needed re: security, e-mail, etc. IT department is working on a number of other things not on the list.
- Suggest a communication to Governance committees encouraging attendance at meetings.

Draft Recommendations from PRAC to the President

- Postpone to next meeting. Will send links to full Program Reviews so committee members can review before next meeting.

Full Program Review Summaries

Curriculum Committee

- Postpone to next meeting.

SLOs & Point of Improvement

- Postpone to next meeting.

Student Services Program Reviews

DSPS

- Postpone to next meeting.

EOPS/CalWorks

- Postpone to next meeting.
Transfer Center

- Postpone to next meeting.

Cost of Ownership Data Collected by Gilbane for IVC

G. Nelson

- Review and discussion of the Gilbane report.
- The college hired Gilbane to do a facilities assessment for the entire district; preventive maintenance; M&O work plan. Started with IVC.
- Plan will go online next week (about 300 pages).
- IVC: Facility Condition Index for IVC overall as a campus is .5.
  - Face of buildings, finishes, bathrooms, electrical, mechanical, windows, doors to determine shape and give a score (Facility Condition Index) representing current condition of facilities to renovate or replace.
  - Phase 1 (code): fire alarms, roofs (immediate needs)
  - Phase 2: address in first year
  - Phase 3: 2-4
  - Phase 4: 5-7
  - Phase 5: 10 years
  - $37.4 million is deferred maintenance cost at IVC. Pomo and Miwok structures need much work. Building 4 is in worst shape.
  - Report breaks down into categories the condition of building. Cost is broken down by each year.
  - Building 3: Roofing is not usable.
  - Finishes Condition is broken down to see each room condition.
  - Biggest problems at IVC are the roofs. Infrastructure is in good shape. Outside, finishes and roofs.
- Kentfield: .11 overall as a campus
  - Maintenance 2, 3, 4 will be torn down.
  - Health Center is a .58.
- Recommendation to Board is to concentrate efforts on one area of IVC so can get things fixed rather than spread funds.
- Best cluster at IVC is Administration.
- There are not enough funds to do one cluster.
- Total cost of ownership for accreditation is facilities only. This is just a piece. Now that we have data, we can begin to determine total cost of ownership for next 5 years, or what it costs the district to run its facilities.
  - Payroll
  - Contracts
  - Maintenance Agreements
  - Capital costs
Planning & Resource Allocation Committee

Subcommittee Reports

Technology Planning
  • See above report.

Student Access & Success
  • Hold for future meeting.

Educational Planning
  • Hold for future meeting

Facilities Planning
  • Working on Program Review.

Instructional Equipment
  • See above report by D. Snyder.

Professional Development
  • Hold for future meeting.

Meeting Wrap Up/Assignments
  • Next meeting is May 20.