Planning & Resource Allocation Committee

May 15, 2012
2:00-4:00, AC 108
Minutes

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

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

Agenda Review
• Agenda approved. Add Matriculation Budget Realignment as a subset of 4. SS Matriculation.

Minutes
• Minutes of May 8 meeting approved with edit: Add Molly Johnson as present.

Facilities Plan Update
S. McKinnon
• A different format was proposed by the committee to include demographic and program analysis information. This will require significant rewriting of plan, so it probably will not be completed by next week.
  • Analysis of IVC room use is also needed to make data driven decision for closing Ohlone.
  • Erik, Sara, Fernando will be around for part of the summer to help move plan forward.

Develop Final Budget Recommendations
FT Counseling Request (revisit)
• Counseling had asked for 3 Counselors.
• Two recently hired Counselors were replacements (one retired; one passed away).
• Committee agreed to approve 1 for now and see how proposed Counseling changes progress.
• More context from A. Duarte:
  o Counseling department is currently re-engineering its internal processes.
  o New first time students will go through orientation. Right now, we have online orientation that is not required, tracked or very effective.
  o Expect 800 first time college students in Fall; 77% will be recent graduates who need orientation. Some will need expanded orientation through a student success course and a small number will need the entire first year experience.
  o Preparing for fall 2013 to do a full implementation of orientation. Also will focus on assessment. Students will be required to do Math and English assessment and work on their basic skills courses in the first year.
  o All students will be required to do an educational plan.
  o Currently, we don’t do early intervention or follow-up.
• Counselors feel they will need 3 Counselors to do all that is planned (above).
Committee recommends 1 Counselor for now. PRAC will revisit other 2 requests in spring 2013 when Counseling would come to PRAC with data and an update regarding success of its proposed changes.

**Math Tutoring (revisit)**
- Had asked for $17,000.
- Last year PRAC recommended $10,000 and it was put into Math budget. Per J. Arnold, Math normally spends about $12,000 a year on tutoring.
- This is an ongoing expense for which they don’t have a budget; trying to get college to see that they are spending this each year.
- Additional $7,000 is requested.
- Is the tutoring helping, and why is it separated out?
  - Math department prefers to control Math tutoring and so it is separate from our peer Tutoring program.
- This year department spent $18,000 on hourly staff.
- Is this request for IS’s or students?
- P. Isozaki will further research budget re: tutoring.

**VET Classified Position (revisit)**
- Asking for .5 dedicated staff (may be Counselor) trained specifically re: resources for Veterans to be house in the Veteran’s Center.
  - There are 2 dedicated Veterans Counselors but some students do not feel their needs are being met in a way that they would like.
  - Maybe a current Counselor could be assigned to this position. (See Counseling TU request as they are asking for additional Veterans counseling.)
- A. Duarte will research further.

**Student Services Matriculation**
- Outreach Coordinator added because of loss of BFAP funding. (General fund typically pays for BFAP funding.) Request is really for about $10,000. Offset BFAP loss if BFAP is moved.
- Outreach Assistant (.5 FTE), $20,821: N/A (currently in general fund)
- Student Ambassador Program, $36,000: $12,500 is budget given to them by ASCOM last year. (Carry over remaining funds.) **Not recommended?**
- Professional Development, $5,000: **Not recommended**
- Events, Supplies, $8,000. (Already have $7,900 in budget) N/A
- Supplies/Materials (printing/promotional materials), $3,000.
- **Recommend use $8,000 to distribute among events, professional development.**
**Office of Assessment & Testing**

- Placement tests, $20,000 per year total. (Had $9,000 in budget for everything. $6,800 was spent for *Accuplacer* from *Matriculation* funds.) An additional $3,000 would equal $20,000. **Recommend $20,000 whatever difference is between what exists now, maybe $3,000.**
- 15 new computers (approved last year). Power supplies have already been replaced but problem continues. Marshall will look into possibly using Eunesol (?) computers there and using existing ones that work to deploy elsewhere.
- Additional part-time staffing for peak testing times, $1,000 (will accommodate additional test dates): **Recommend $1,000**
- *Accuplacer* Test Booklets (preparation test booklets for practice before test), $2,500, to be held at *Library Reference Desk*: **Recommend $1,500**
- *Stipends for Math/English Faculty to Speak to Students*, $17,500 (375 hours): **Not recommended**
  - English has spent nothing in past for this.
  - Question how L. Ordin has been paid for this (BSI?)
  - Need details and evidence of how this is enhancing student success.
  - How partnering with Counseling on this?

**Counseling**

- Counseling has no budget; have been using of *Matriculation* budget and *Matriculation* funds have been cut. Often have to access other sources to pay for ongoing expenses.
- (3) 25 hour per week student hourlies, (2) *Counseling*; (1) *Transfer Center* $28,875; Asking to add a third hourly for *Transfer Center* ($9,625 for each hourly). **Recommend formalizing (3) hourlies at $9,625 each. Additional cost is $9,625.**
- *Transfer Day/Transfer Recognition Dinner*, $5,500: **Not recommended; put all under Transfer Center budget.**
- *Counseling Outreach Events*, $1,800 (includes *Counseling luncheon with high schools*): **Need more information** re: luncheon ($800), mileage, materials. What was spent this year and why asking for increase.
- Copier costs, $500: **Recommend**
- *Copier costs for printer cartridges*, $3,500: **Recommend**

**Transfer Center**

- Operational Expense, $2,000 (already in budget)
- Bus Tours to 4-year colleges, $1,500 (already in budget)
- Eureka Software (under student services software requests)
- Transfer day
- Transfer Recognition Ceremony

**Financial Aid**

- *Postage which has been paid out of BFAP*, $5,000: **Recommend put $5,000 in FA budget.**
Job Placement
- Printing, supplies, memberships, publicity, $3,000; NACELINK, $2,000. Recommend $2,000 additional for NACELINK. The rest is already in budget and NACELINK was previously in budget.

Health Center
- Publicize low to no-cost services, $1,000; Online self-care information packaged program, $2,500: (Student health fee should cover this.) Review revenues. Not recommended

Student Services Software Licensing
- Eureka ($1,500); College Source ($2,926); SARS ($4,950), approximately $9,724: Asking for a 10% increase in cost, $1,500. Recommend 10% increase of $1,500 to be used between Transfer Center and Counseling. $1,500 will be put into Transfer Center budget to cover Eureka software. Eureka software should come out of Transfer Center budget only.

Other Non-Instructional Requests
- Social Sciences, Mock UN, $1,100: previously recommended
- PE, Meals for Students Cost Increase, $3,500 (increase in teams and number of trips): More information needed; K, Smyth to follow-up
- Dental, increase, $70: Recommend
- ECE, Mileage, $50: Recommend
- ECE, Guest Speaker, $135: Recommend
- Court Reporting, Membership, $145: Recommend
- Nursing, TEAS Test, $3,500: Recommend
- Credit ESL, In-Service Training, $1,500: Not Recommended
- English Skills, supplies, $300: Recommend
- Performing Arts Copy Machine (replace copier), $2,400: Need more information

Teaching Units
- Will review at next meeting.

Classified Staffing
- Will review at next meeting.

Supplies Budget Increases
- Will review at next meeting.

IE Recommendations and Non-Instructional Equipment Requests
- Will review at next meeting.
Subcommittee Reports

Technology Planning
• Nothing to report.

Student Access & Success
• Nothing to report.

Educational Planning Committee
• Nothing to report.

Facilities Planning Committee
• Nothing to report

Instructional Equipment
• Will review requests at next meeting.

Professional Development
• Nothing to report.

Other Reports & Updates

SLOs Update
• Nothing to report.

Meeting Wrap Up/Assignments
• Next Meeting is May 22, 2:00 to 5:00.
• P. Isozaki will research Math request for tutoring budget.
• P. Isozaki and A. Duarte will clarify Testing budget.
• M. Northcott to research Testing Center computer issues.
• A. Duarte will follow-up re: Counseling request for $1,800 Outreach.
• A. Duarte will follow-up re: Veterans Counselor request.
• K. Smyth will ask M. Markovich about PE request for $3,500 increase.
• Agenda items for next meeting:
  o Teaching Units
  o Classified Staffing
  o Supplies Budget Increases
  o IE Recommendations and Non-Instructional Equipment Requests