Present: Yolanda Bellisimo, Raemond Bergstrom-Wood, Angelina Duarte (Co-Chair), Chialin Hsieh (Resource), Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth

Absent: Tom Burke, Mike Dougan (Sabbatical), Jon Gudmundsson, Molly Johnson, Marshall Northcott, Norm Pacula

Agenda Review
- Agenda approved.

Minutes
- Minutes of May 15 meeting approved with edit: Add Molly Johnson as present.

Develop Final Budget Recommendations

Math Tutoring
- Math Budget: spent $11,700 in 2011 and $18,000 this year; includes tutors and instructional specialists. More students needing assistance. They have a permanent position that is vacant right now. $5,800 was spent this year for instructional specialists.
- Parameters should be placed i.e., how these funds are being allocated.
- Math is due for a full Program Review in fall at which time they should state strategies for improvement.
- Recommend additional $5,000 to equal a total budget of $15,000. Funds should go for tutoring, not instructional specialists. Specified conditions will need to be met.

Veterans Counseling
- Brett Sklove, Karen Robinson, Byron Ramey have received Veterans training. Paulette Foster has additional training.
  - Meet with students so they are clear about services that already exist.
  - Department is dedicating enough Counseling resources but need additional conversation with students.
- Right now they have a Veterans club space but they want a reception person. (A Counselor would not be appropriate as it would require a private office.)
- Suggest a student serve at a front desk position.
- Additional .5 position not approved. Suggest club members staff reception; also suggest meeting with Counseling Department to ascertain current Counseling hours and resources for Veterans.
Planning & Resource Allocation Committee

Testing Center Budget
- Recommend additional $4,200. (Have $9,000 in budget; $6,800 in Matriculation budget. Total budget of $20,000.)

Testing Center Computer Issue
- Recommend 15 new computers if alternative (E-Unisol) project does not work out. (This request was approved last year.)

Counseling Outreach Budget
- Request is for $1,800 ($850 for food; $300 for supplies; $650 for conferences).
- Recommend $1,800 be reallocated to Counseling budget.

Transfer Center
- $1,292 spent on Transfer Day (Transfer Recognition Ceremony, $1,200) for $2,492.
- Matriculation may be able to cover Eureka.
- Recommend $2,500 for Transfer Center Budget to cover Transfer Day and Transfer Recognition Ceremony.

PE Budget Increase
- Rely on ASCOM for $3,500 meals for athletes. Currently, PE receives $4,500 and received $3,000 from ASCOM. Asking for $8,000 total.
- Recommend $500 to make up difference.

Teaching Units
(Represents additional (new) units requested through Program Review)

- English Skills (4.2 units): Lab units for English 98 (6 x .7 units)
  - Recommend 4.2 units be transferred from English to English Skills to cover 6 lab hours.

- English Skills (5 units) restored from 60% summer cut.
  - Not recommended.

- Counseling (25 units): 25, 1-unit sections for COUNS Student Success Classes
  - Expect over 600 new students 21 and younger that should be going through orientation, assessment, etc. If so, will need extra sections.
  - Need curriculum (orientation, college success, career expectations) for students to participate.
  - Student Success Act goes into effect in fall 2013.
  - Recommend 12 units for spring 2013 pilot.
Counseling (26 units): PT Counselors for VET, Mental Health, Basic Skills, Study Skills Counseling, about $75,000
- These are funds being spent but need to go into Counseling department budget. These are not new units.
- Recommend that Counseling have a part-time certificated hourly account to reflect current expenditures in that area ($79,908).

Credit ESL (2 units): ESL Lab Coordinator
- This is a negotiated item.

EMT (6 units): Related to increasing the number of hours in this course.
- Recommend deferring this request to budget year 2012-2013.

Library (10 units): To bring back library courses and add information literacy to our offerings (5 units for spring 2013; 10 units for 2013-2014
- Recommend 5 units for spring 2013.

Modern Languages (3 units): French 108A Cinema class. Conversation classes were dropped in budget cuts; asking for 3 units back
- This is a CSU/IGETC transfer class.
- Recommend.

Modern Languages (4 units): Complete sequence at IVC.
- There is discussion about growing IVC program.
- Recommend.

Nursing (5 units): (.5 x 6 sections) for Open Sim Lab
- Recommend.

Physical Education (6.665 units) for 5 sections of summer theory classes (NEED THIS SUMMER)
- This is about retention and recruitment. (About 2.2 units would come out of this fiscal year and 4.4 units out of next fiscal year.)
- Recommend. (Fast track this request and notify PRAC of progress.)

Speech (6 units): (3 units x 2 sections for Speech 130; needed for CSU SB 1440 Transfer Degree)
- Allows Speech to teach full breadth in field.
- Desire growing their program.
- Recommend 3 units.
Math (50 units): Math 103 = 5 units per class x 6 for 30 units; Math 115 = 4 units x 2 sections per year for 8 units; Math 85 = 3 units x 2 sections for 6 units; Math 95 = 3 units x 2 sections for 6 units
  - This request was discussed in fall 2011.
  - Not recommended.

Classified Staffing
Museum Lab Tech (Full-time)
  - Request has been deferred for the last three years pending completion of the new Math/Science building.
  - Museum supports learning activities for students enrolled in Allied Health, Biology, Environmental Science, Natural History.
  - Per L. Beam this position was never created. Position would need to be negotiated. (There is already a lab technician at level 13.)
  - There are currently 4 lab techs in the Sciences.
  - Recommend. (Fast track this request and notify PRAC of progress.)

Math/Science Administrative Assistant
  - Requesting a full-time position; currently a .68 position part-time permanent position (25 hours per week).
  - Asking for .32 additional.
  - This position was approved in the past.
  - Recommend (Fast track this request and notify PRAC of progress.)

Geology Lab Tech (new) (.53)
  - Recommend. (Fast track this request and notify PRAC of progress.)

Chemistry Lab Tech
  - Recommend work study.

ACRT Lab Tech, 10 hours (health & safety issue)
  - Recommend.

ART: Ceramics I.A., 18 hours per week
  - Safety issue involved.
  - Recommend.

ART: Sculpture I.S., 18 hours per week
  - Safety issue involved.
  - Recommend.

Photography I.S., 17 hours per week
  - Not recommended.
Health Science Administrative Assistant (Full-time), $56,817 (IVC)
- Recommended last year. (Dean Schorske will follow-up with President.)

Library, Instructional Specialist
- Staffing concerns and issues for flexibility and utilization.
- Instructional Specialist position
- Considering reassignment of an English IS and move to Library.
- In progress.

PE, Increase Coach Stipends
- Recommend that President and HR evaluate Coach’s stipends which have not been adjusted in 20 years.

Court Reporting, Part-time Assistant, Increase from 4-6 hours @ $10.45 per hour
- Recommend.

Music, Drama, Dance, Theatre Manager
- Convert from 20 hours to a .53 position.
- Recommend.

Credit ESL, I.S. for ESL Lab
- Requesting 14 hours per week.
- Defer request as this is part of a larger discussion regarding utilization of IS’s across the college.

English Skills, Reorganize IS’s across classes, 36 hours reallocation (cost neutral)
- Recommend.

English, Computer Tech or programmer time to create tracking system
- Valid request. Refer to IT.

Distance Ed, Computer Tech, 20 hours per week
- Not recommended. DE is already supported via IT.

Counseling, Financial Aid Liaison, Full-time
- Function is covered by Financial Aid request.

Financial Aid, Retention Advisor
- Recommend.
Counseling, Transfer Center, Increase position from 11-12 months
• Defer request until staffing is resolved.

ECE, Lab Assistant, 35 hours per week
• Not recommended.

Math, (2) Part-time IS’s, 20 hours per week
• Defer request as this is part of a larger discussion regarding utilization of IS’s across the college.

Supplies Budget Increases
• Hold for next meeting.

IE Recommendations and Non-Instructional Equipment Requests
• Hold for next meeting.

Subcommittee Reports
Technology Planning
• Nothing to report.

Student Access & Success
• Nothing to report.

Educational Planning
• Nothing to report.

Facilities Planning
• Nothing to report.

Instructional Equipment
• Nothing to report.

Professional Development
• Nothing to report.

Other Reports & Updates
• SLOs Update

Other
• Suggest PRAC add a Student Services representative to its committee.
• PRAC needs to take more responsibility to follow-up on recommendations. Suggest midterm status check re: PRAC’s recommendations that have been forwarded.

Meeting Wrap Up/Assignments
• Next meeting is May 29.
• Agenda items:
  o Supplies Budget Increases
  o IE Recommendations and Non-Instructional Equipment Requests
  o IE Requests Not Considered by IEC
  o Review and Prioritize Full Set of Recommendations
  o Recommendations re: Criteria for Cost Savings