Planning & Resource Allocation Committee

September 23, 2014
2:00-3:30
Minutes

Present: Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou (Resource), Jonathan Eldridge (Co-Chair), Sara Frye, Peggy Isozaki (Resource), Christina Liemer, Sara McKinnon (Co-Chair), Greg Nelson, Nanda Schorske (Resource), Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Michael Trump, Sheila Whitescarver

Others Present: President David Wain Coon, Derek Levy

Absent: Yolanda Bellisimo, Gina Longo

Agenda Review
- Agenda approved.

Minutes
- Minutes of September 9 meeting approved.

President David Wain Coon’s Report Re: Approvals of PRAC’s Recommendations
- Review of spreadsheet outlining status of Program Review requests that PRAC forwarded to the President. Spreadsheet is organized into columns indicating Category, Itemized, Ongoing, One-time, Cost, Funded, and Comments.
- Going forward, President would like to resolve requests by end of June each fiscal year.

Instructional Equipment Recommendations
- Tier 1 requests funded for $89,459.64.
- Tier 1 requests funded for $75,298.86.

Instructional Software Recommendations: New Ongoing Requests
- Turnitin funded for $9,675.13.
- Nursing: Sim Chart Student Support, grant funded for $9,614.

Ongoing Annual Software Needs—Already Funded on Ongoing Basis
- ACRT/AUTO: Software licenses, $1,349
- Business: Quickbooks, $475
- MMST: Autodesk licenses, $2,829.64
- Music: Protools, $4,125

One-time Purchases That Should Last for Awhile
- Architecture: Rhino 5 for Windows Full 30-user lab, $895
- Architecture: Sketch Up Pro 2014, $750
- Chemistry: Chemdraw, $580
- Drama: QLab 3 Basic Audio Software, $216, funded
- ESL: American Speechsounds, $920.55, not funded
- Music: Finale 2014, $1,540, not funded

Non-Instructional Equipment

Drama
- Storage cabinet for archival photos, $789: hold until move into NAC
- Storage cabinet for scenery, props, etc., $5,877: hold until move into NAC
- 5 Foot Dual Tub Paint Sink, $1,200: repurpose IVC lab sink
- Contex Scanner, $8,369: not funded

**Warranties & Service Contracts**
- Biology, Autoclaves, $13,125: contract pending
- Dental, X-ray Machines, $5,000: recommend
- Drama, Sewing Machine contract, $950: recommend
- Nursing: Extended Warranty Contracts (5) for a total of $20,919, funded by Foundation

**Ongoing Instructional Supplies Requests (to augment annual supplies budgets)**
- ACRT, Filters for Spray Booths, $1,500, funded
- Biology, BIO 110L at IVC, $275, funded
- Credit ESL, Books for reading classes, $691, funded
- Social Sciences, Model UN, $378, funded

**Items under IE that Failed IE Eligibility**
- Art (Photography), Safety Floor Mats, $679, funded
- Art (Photography), Shelving for Darkroom, $6,480, funded
- Credit ESL, Headsets for Lab, $327, not funded
- Modern Languages, Webcams (15), $403.10, denied
- Geology, Replacement Lamps re: Geologic Samples, $1,579.76, refer to comeback allocation for SMN
- Geology, Triplet Magnifier, $869.52, refer to comeback allocation for SMN
- Geology, Microscope Digital Camera, $139.98, refer to comeback allocation for SMN
- MMST, Projector Replacement, $1,619.80, check with Media Services

**Library Requests**
- Library Books, $12,000, funded
- Pleasure Reading Collection, $2,500, not funded
- LibGuides Platform, $1,372, deferred
- ArtStore Subscription, $1,190, deferred
- Gale Database, $5,000, deferred
- Dry Erase Boards (5), $1,199.95, pull from surplus
- Rolling Whiteboards (6), $3,210, recommend (ASCOM?)

**M&O**
- Overtime pay re: *Fine Arts Theater* during Annual RN Pinning Ceremony, $500, recommend

**Other**
- Unit Requests are on hold for now.
- Need broader picture re: *SERPs*, reorganization before making decisions about funding new positions.

- Comment re: service contracts needing to be resolved.
  - Should have plan for next fiscal year; right now doing stop gap measures.
Formation of the Mission Statement Task Force

S. McKinnon

- According to our Integrated Planning Manual (IPM), 2015 is year we need to review and/or revise our Mission Statement. PRAC is asked to form a task force utilizing steps. We want broad input from college community. Suggestions re: how to set up committee?
- First charge is task force informs PRAC how it will proceed.
- ACCJC is looking closely at Mission Statements and who is being served.
- One piece of discussion would be whether or not our statement reflects our current focus.
- We don’t address Distance Learning in current statement.
- Timeline: This is on November Board agenda so should develop a plan before that. Recommend to Board that this is our process.
- Opportunity to engage the campus in a conversation.
- Need to coordinate effort so it fits into other pieces like developing next Strategic Plan.
- Christina, Sheila and Jason have volunteered to form a Mission Statement Task Force.

Student Success and Support Program (SSSP) Report; Equity Plan Progress

D. Levy

- Overview presented re: mandate from Chancellor’s Office to plan and document how SSSP services will be provided to credit students.
- Goal is to increase student access and success by providing core services:
  - Orientation
  - Assessment and Placement
  - Counseling, advising, and other education planning services
- Program Plan is submitted annually.
- Onboarding of new students supported by Matriculation budget. These are best practices. Funding will be based on how well we are doing re: the things we’ve outlined as best practices.
- Follow-up services:
  - Early Alert program
  - Advising counseling about transfer
- We were spending $375,000 annually for credit students from software to supplies to staff to support matriculation effort which carries forward. This has been enhanced for spending on direct “core” services.
- We’ll need to capture data re: how many students are being served.
- Need from PRAC?
  - Needs to go through Governance process.
  - Group should review document for next week’s meeting. Then following week will need to be reviewed by other constituencies, like College Council.
- Equity Plan
  - Plan asks if we are having a disproportionate impact on certain student populations. Then, set goals, measurement items and improve. Where are the disparities and what is our plan to address them?
    - Our plan is due January 1, 2015.
    - Need to look at all subpopulations in terms of gender.
- This ties into SAS so is integrated.
- Kudos to D. Levy for his work on developing the SSSP Plan and Equity Plan.
Finance Subcommittee Idea

G. Nelson

- Proposal for PRAC to create a Finance Subcommittee to get into more detail about what is going on in the District so there is more institutional basis for what is happening. (Handouts were distributed.)
- It would help better inform the PRAC as to how decisions are being made.
- Flow chart outlines the process for developing operating/discretionary budgets 2013/2014.
  - Spend fall semester meeting with Finance Committee i.e., a training session.
  - In February, information is issued out to budget managers who would meet with folks in their divisions.
  - In March, administrators forward template to VP. Administrators submit completed budget template to VPAS. Finance Committee collects Program Reviews.
  - In April, PRAC reviews Program Reviews and proposed budgets to make recommendations to President. Then, Finance Committee meets to finalize recommendations.
  - Budget hearings occur.
  - VPAS compiles summary documents for Finance Committee review.
  - In May, President reviews final budgets for approval or adjustments. Compile and send changes to Fiscal.
  - Award letters sent to administrators.
  - Beginning of fall semester: President provides feedback to PRAC which provides feedback to Finance Committee and other committees.
- Members inform themselves and constituency groups and expands minds about the district’s budget.
- Involves Program Reviews of all programs.
- Resource Allocation Handbook outlines entire process?
- Would be able to see ebb and flow of adjustments and status of requests.
- In the end the documentation is used as an excellent accreditation document.
- Free lottery funds up for bigger items, like large pieces of equipment, that are needed
- G. Nelson will think about a Finance Committee or task force charge. The first year could be a pilot project with unrestricted fund only.
- S. McKinnon will review Governance committee guidelines from the Participatory Governance System Plan for further guidance.
- Information as to why we are making the decisions we are making—more transparency. Also, such a committee will allow PRAC to spend time on broader issues.
- Will get more inclusive input from constituencies.
- Next meeting will be discussion on how to proceed and composition of the new task force or subcommittee.


- Hold for a future meeting.

Subcommittee Reports

Technology Planning

- Nothing to report.

Student Access & Success

- Nothing to report.
Educational Planning
- Hold for a future meeting.

Facilities Planning
- Meets tomorrow.

Instructional Equipment
- Purchases are in process.

Professional Development
- Hold for a future meeting.

Meeting Wrap Up/Assignments
- Next meeting is September 30.
- D. Levy will forward electronic spreadsheet for distribution.