Planning & Resource Allocation Committee

September 25, 2012
2:00-3:30, AC 108
Minutes

Present: Gina Cullen, Chialin Hsieh, Mike Irvine, Peggy Isozaki, Molly Johnson, Rebecca Kenney (Co-Chair), Sara McKinnon (Co-Chair), Michele Martinisi, Marshall Northcott (Resource), Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth

Absent: Yolanda Bellisimo, Angelina Duarte, Jon Gudmundsson, Craig Wheeler

Agenda Review
• Agenda approved.

Minutes
• Minutes of September 11 meeting approved.

Announcements
• Molly will miss October 16 and 31 meetings as she will be teaching.

Strategic Planning & Budget
R. Kenney
• Objectives 10, 11, 12 distributed and reviewed. These objectives involve budget and planning.
• All received e-mail with link. Make comments at survey link. Deadline is Monday, October 1.
• Comments will be brought to Cabinet next week and hope to finalize.

Feedback
• 10.1 First bullet: Change “can be” to “will.”
• What is instrument for measuring i.e., “how to measure effectiveness in this context....”
  o Stakeholders will sit down and determine the instruments.
  o The core word is “link.” Link between Program Review and SLOs which are already connected to resource allocation.
  o It’s the what, how, why.
• S. McKinnon has assembled (for WASC visit) evidence for each item that was funded in last 5 years and justification for funding.
• Add Deans to Work Team list.
• Change Nanda’s title throughout.
• Combine 10.2 into 10.1.
• Action step 11.2: Add VP’s to Work Team.
• Action step 11.3: Add VPSL to Work Team.
• Action step 11.5: Fully functioning advancement. Advancement is fundraising currently done by C. Summa-Wolfe. Need infrastructure.
• Add P. Isozaki and M. Northcott to Work Team.
Objective 12:
  o **Work Teams** should indicate individuals rather than departments.

Action Step 12.1:  Maybe develop a website for “transparent and accessible Fiscal Services information.”  Do survey asking what people want; will shoot for simplification.
  o Suggest looking at Financial Services links at other college to develop our website.

Consolidate Action Steps 12.2 and 12.3 into 12.1.

Kudos to C. Hsieh for her leadership in spearheading this effort.

**COM Foundation**

**R. Kenney**

- Current status of **Foundation** has a fiscal impact on college. For instance, usually receive books and supplies from **Foundation**.
- Entire Board resigned before audit was completed. President and D. Conte, as ex officios, are President and Secretary.
- Let President know if certain funds are needed normally covered by .

**Program Review Template: Add Question Re: Reductions**

**C. Hsieh; S. McKinnon**

- Background: Attended ALO training and presented **Integrated Planning Manual**. The President of **Shasta College** said he used ours as a model. Thanks to S. McKinnon and Y. Bellisimo who developed IPM a while ago. (President suggested including this in Rec. #1.)
- Another college put this question in their Program Review. When this was mentioned to President, he liked concept.
- Question in Chairs and Deans section:
  o For Instructional Program Review: What are the priorities if asked to make further reductions? (Please be specific and address staffing, units/classes, supplies, service contracts, etc.)
  o What reductions have already been implemented in recent years?
  o For Student Services PR: What are the priorities if asked to make further reductions? (Please be specific and address staffing, units/classes, supplies, service contracts, etc.)
- For Administrative Program Review:
  o What are the priorities if asked to make further reductions? (Please be specific and address staffing, supplies, service contracts, etc.)

**Comments**

- Incorporate what has been done in past i.e., **Physical Education** department went from 160 to 130 units.
- This will be part of **Administrative Program Review**.
- Faculty are closest to students and work with **Program Reviews**. People doing programs start making recommendation. So start at faculty rather than Chair and Dean level because they are delivering program.
Subcommittee Reports

Technology Planning: M. Irvine
- At next meeting review action steps in Tech Plan and Strategic Plan and see how action steps mingle with both.
- R. Kenney will be attending a future meeting of committee.

Student Access & Success: S. McKinnon
- SAS met on September 12 to figure out next steps and schedule meetings October 2, 16, 30; November 6, 20; December 4 (2:00-3:30).

Educational Planning
C. Hsieh
- Meets next Monday. P. Dodge is Co-chair. Will set up parameters for champions to report back progress to EPC.

Facilities Planning
S. McKinnon
- L. McCarty, S. McKinnon and E. Dunmire met.
  - Looking at status of recommendations, and issues with maintenance plan.

Instructional Equipment
- Purchases are in progress and handled by E. Acker, staff resource on the IEC.

Professional Development
C. Hsieh
- Will meet today at 3:30.

Other Reports & Updates
- S. McKinnon sent out Program Review announcement (due at end of semester).
- Cabinet will commence working on Administrative Program Reviews tomorrow.
- Quarterly budget reports will be submitted to Cabinet in October.