Planning & Resource Allocation Committee

May 29, 2012
2:00-5:00, AC 108
Minutes

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

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

Agenda Review
  • Agenda approved.

Minutes
  • Minutes of May 22 meeting approved.

Develop Final Budget Recommendations

Supplies Budget Increases Ongoing
  • English, Printer Toner (BC 101), $640, recommend
  • Music, Media and Music, for recording, plus sheet music, $1,000, recommend
  • Biology, Lab Supplies, $1,600, recommend
  • Chemistry, Chemicals, $2,250, recommend
  • ACRT, Other Supplies, $400, recommend
  • ACRT, Shop Towels, $274, recommend
  • ACRT, Furniture, Fixtures, $970, recommend
  • ACRT, Instructional Supplies, $297, recommend
  • ACRT, Instructional Supplies Summer, $226, recommend
  • AUTO, Printer Cartridges, $720, recommend
  • Electronic Technology, $3,029, recommend
  • Electronic Technology, $4,570, recommend
  • Machine & Metals Technology (Welding), consumable instructional supplies, $300, recommend
  • Machine & Metals Technology (Welding), Gases/Tank Rentals, $40, recommend
  • Machine & Metals Technology, supplies, $200, recommend
  • Machine & Metals Technology, instructional supplies, $163, recommend
  • Machine & Metals Technology, Laundry, $57, recommend
  • Machine & Metals Technology, Contract Services, $52, recommend
  • MEDA, Supplies for Program Lab Courses, $3,200, recommend
  • MEDA, Injection Training Pads (10 @ $100), $1,000, recommend
  • MEDA, Intradermal Injection Simulators (4 @$195), $780, recommend
  • MEDA, Infant Mannequin (4 @$100), $400, recommend
• *Nursing*, Supplies for Nursing Skills Labs, $3,500, (grant is running out), **recommend**
• *Nursing*, Tubing for Specialized IV Pump, $350, **recommend**
• **Total is $26,018 in supplies budget increase requests recommended**

**Items Not Considered by IEC Because Deemed Supplies (One-time)**
• *Photography*, Temperature Gauge (3 @ $100), $300, **recommend**
• *Dance*, Thera-Bands, Foam Rollers, Yoga Straps, Stability Balls, $1,387, **recommend**
• *Chemistry*, Vernier pH Sensor (10 @ $79), $790, **recommend but might be Bond fundable**
• *ELND*, Chaining Pings (4 @$25), $100, **recommend**
• *Credit ESL*, Longman Dictionary (15 @$30), $450, **recommend**
• *Credit ESL*, Books (50 @$10), $500, **recommend**
• *Credit ESL*, Kindle Touch/WiFi4 (4 @$99), $396, **not recommend**
• *Credit ESL*, Kindle Touch (4 @$100), $400, **recommend**

**IE Recommendations**
• **Tier 1-C Group: Instructional Computer Replacement, $118,843.50.** PRAC recommends that the college commit to 100,000 annually for computer replacement (according to the *Tech Plan*) regardless of whether or not it saves us money in the long run.
• **Tier 2 Group (1-E): Stuff We Really Need, $19,121.43.** *(From Laser Printer and down)*
• **Tier 3 Group (17-47):** doubtful funds would be available, **not recommending at this time**

**Statement About Setup for New Faculty Members**
• PRAC expects that the college will provide new full-time faculty with an office and a workstation, including a working computer, monitor, phone, desk, bookshelves, chair and access to a printer. *(Standards for equipment are being defined by IT.)*

**Non-instructional Computer Requests**
*Computers for Part-time Faculty (These do not have to necessarily be new but adequate for the need—from trickle down.)*
• *Dental/MEDA Shared Space, recommend*
• Upgrade for PT *Modern Languages* Faculty, **recommend**
• *NC ESL*, Printer for PT Faculty, **recommend**

**Existing FT Faculty**
• Wendy Walsh, **recommend**
• Patty O’Keefe (wants 22” monitor), **maybe next year**

**Other Staff Requests**
• *Music* (i-Pad for Lab Tech), **recommend**
• Mina Namvar, Admin Assistant, Computer, **no longer needed**
• *Nursing, Scanner*, need more information on the type of scanning that is needed in order to determine size and cost of scanner.

**Miscellaneous Instructional Requests**
- *English Skills, Purchase Dictionaries, $250*, use discipline’s existing Lottery fund account
- *COUR, Reference materials, dictionaries, books, $500*, recommend $250 one time only
- *Credit ESL, Update and Add to ESL Lab (software, paper, toner), $1,000*, recommend $250 for toner *(ongoing)*
- *MEDA, DVDs for classroom and lab learning, $1,000*, use discipline’s existing instructional supplies fund account

**Statement About Software Requests**
- 2011-2012 software requests have not been processed yet. In fall 2012, an ongoing advisory group comprised of IT, lab techs and faculty with expertise and experience in software needs i.e., MMST, BIS, Sciences, etc. will meet, review requests, and make recommendations to PRAC. Advisory group will develop a centralized approach to prioritize requests and create a master matrix that provides the status of software licenses, contracts, upgrades including costs, expiration dates and number of licenses. (PRAC needs to say something about the strategy it will use to make recommendations for urgent needs to be met in 2011-2012 budget year.)

**Recommendations Re: Criteria for Cost Savings**

**Handout Distributed (MOU)**
- We have a process (MOU) should the issue of reallocation of units arises. Included in MOU:
  - Recommended Criteria When Considering Allocation or Reallocation of Units.
  - Emergency Unit Allocation
  - How process will be followed
  - Appeals Process

**Comments**
- Non-instructional units would probably be first ones to be reviewed i.e., UDWC units.
- There will need to be a culture shift in how units have been allocated in past.
- PRAC will start discussion about how to shift units and other ways to cut spending in other areas.
- Possibly reallocate non-instructional units to instructional units.
- Overload, part-time units, overtime. Salaries and benefits are about 90% of budget.
- In fall, look at what is on instructional side versus non-instructional side. Then decide how we want to reallocate units.

**Accreditation: Request for Resources, Recommendation #5 – Library and Tutoring**
- Library Signage, ($12,000 – Bond funded); done
- Reference Librarians, IVC. ($6000); In progress for this summer. Not clear, but it looks like it is also will be requested in PR next year
- Collection development for IVC, ($10,000); in progress
• Book drop, IVC, ($3,000 – Bond funded); in progress
• Additional hours, online tutoring, Duplicate of a PRAC recommendation
• Hardware for online tutoring, ($250); Recommend
• 3M gate for security, IVC, ($3000); In progress. PRAC recommends ongoing cost as WASC requirement.
• MarinNet, in progress
• Reference area for IVC library, ($5000); in progress. (Bond?) – recommend completion
• Supplies for internal signage in IVC library, ($1500); recommend

Accreditation: Request for Resources, Recommendation #5 – Not Included Library & DE
• Counseling: Receptionist as backup for A&R. Recommend 2 part-time classified
• DSPS: Additional 12 hours ($70 per hour, 3 hours), pending assessment of needs for department
• Eve Financial Aid: No dollars requested
• Eve Financial Aid: Depends on reorganization
• Health Services: Use Health Fee
• Orientation: Addressed through Program Review
• Testing/Placement: Already funded, not recommended
• Transfer/Career Center & Job Placement: Expand service to IVC/Eves. Have current Tech assigned to IVC and evenings
• Vets: Evening hours: There are some evening hours already.
• Single Stop Services: Recommend
• IVC, Student ID: Set up ID equipment, currently funded and handled by ASCOM, recommend pending resolution re: who will handle this service in the future
• Communication Campaign to Support Enhanced Student Services, $13,000, recommend

Subcommittee Reports
Technology Planning
• Hold for future meeting.

Student Access & Success
• Hold for future meeting.

Educational Planning
• Hold for future meeting.

Facilities Planning
• Hold for future meeting; in progress.

Instructional Equipment
• See above discussions.
Professional Development

- Nothing to report.

Other Reports & Updates

- SLOs Update

Other

- Counseling (handouts distributed to support requests)
  - List of numbers A. Duarte used to discuss needs related to Student Success Initiative.
  - Student Progress and Achievement data.

Meeting Wrap Up/Assignments

- S. McKinnon will revise spreadsheets and send summary to committee.
- R. Bergstrom Wood will notify President of student ID issue
- Next year review Prop 20 funds and how allocated
- Next year – Software Advisory Group
- Next year – unit allocation/reallocation