COLLEGE OF MARIN

Planning & Resource Allocation Committee

To: David Wain Coon, Superintendent/President

From: Planning and Resource Allocation Committee

CC: Al Harrison, Vice President of College Operations

Date: May 22nd, 2013

Re: Final Recommendations for Allocations from 2012-2013 Program Reviews

---

PRAC has completed its sixth year of vetting program reviews from academic and student service areas. As in previous years, the requests were backed up with thoughtful analysis of programs and services and how they would affect student access and success. Cognizant that the college budget is limited, PRAC is sending forward recommendations that are vital and necessary to instruction and student success. Full time Faculty requests were submitted to you earlier in the year.

Mini Program Reviews for Budget Requests were vetted as follows:

Instructional Equipment Committee:

- Instructional Equipment and Instructional Computers

Ad hoc Software Advisory Group:

- Instructional Software Requests from 2011-12 and 2012-13

Technology Planning Committee:

- Non-Instructional Computer Requests

PRAC:

- Student Services Requests
- Classified Staffing Requests
- Instructional Supplies Budget Increases
- Requests for Additional Units
- Miscellaneous Instructional Requests
- Other Non-Instructional Requests

Instructional Equipment Recommendations

PRAC strongly recommends that Tier One items (#1-11) be funded as these are necessary for maintaining the quality of current offerings of educational programs.

Tier one: **$43,180.25**
Tier two: **$47,180.34**

Regarding Tier Two:
The IEC recommends that requests #12-22 be funded by rank order insofar as additional funds are available, recognizing these instructional equipment items will improve the quality and expand offerings of educational programs.

The IEC recommends that requests #18 and #22 be reviewed by an independent body to determine the extent of health and safety concerns involved, and to determine whether these requests should be funded via Modernization or some other source of college funds.

Instructional Software Recommendations

These items are A-level requests necessary to teach the classes:

For Disciplines: **$18,852.00**
College-wide:
*Adobe Creative Cloud   **$20,845.00**

*Adobe will no longer be offering upgrades via Creative Suite. Everything will go through Creative Cloud. For colleges, this is charged by FTE (employees not students). College of Marin's license, therefore, would be an annual fee of $20,845. This would cover not only the student labs, but also employee needs as well. It requires a two-year agreement.

Non Instructional Computer Requests:

There were requests for 10 non-instructional computers: 4 PC Faculty/staff computers, 4 Mac faculty computers and two lab sign-in computers.

This list was forwarded to the TECH committee for resolution as outlined in the Non-Instructional Computer Replacement Process (Cascade model) developed by TPC. However, there was no resolution as the current cache of spare computers available through IT are from 2006 which is not much of an upgrade if any. Additionally, since they were pulled from labs, which received e-unisol computers, they cannot be given to fulfill requests for requests where there is no existing computer. There are no Macs available.

1) Establish an ongoing fund for the repair/replacement of computers that break during the year. These funds could be used for replacement parts or computer if necessary.

2) Consider the option of leasing computers rather than buying especially for faculty and staff computers.

3) In addition, look at the bigger picture of all the peripheral devices as to what options are available. Create a task force if necessary.

Age of current inventory of faculty and staff computers not including Macs [5-7-13]:

2001	1	2006	119	2008	22
2002	6	2007	181	2009	24
2003	5			2010	56
2004	22			2011	30
2005	28			2012	32
Total:	62	Total:	**300**	Total:	164
GRAND TOTAL: 526					

Very soon, the 62 computers from 2005 and before will not be able to support current OS or security software and will be out of compliance. An additional 300 computers 2006-2007 will soon be over 7 years old.

Many of the student lab computers have been recently replaced by e-unisol computers. However, because the college waited so long to replace these, the used computers are useless for any kind of cascading strategy.

Computer replacement for faculty and staff computers can no longer be put off. PRAC urgently requests that all effort be made in this area, either through purchase of leasing options as soon as possible. The amount of money spent on repairing the above in addition to the lost productivity of the college's employees is not small.

Warranties and service contracts
PRAC recommends that warranties and service contracts for new equipment and software be inventoried and factored into long –term budgeting. PRAC also recommends that $20,000/year be put aside annually into an account which could be pooled to cover this.

Minimum Standards for all College of Marin Computers:
Minimum Standards should be reviewed and updated annually.
1) Must be capable of running the most current supported Operating System.
2) Hardware specifications must support:
   a. Common software, e.g. Microsoft Office.
   b. Required discipline software (if an instructional computer)
3) Used computers should be upgraded to at least 4 gigs minimum.
4) New computers should come with a minimum of 4 Gigs.
5) New computers should be 64-bit.
6) New purchases need to use latest hardware, operating system and peripheral connections.
7) New computers should have be energy-star certified wherever possible.

Non-Instructional Computer Replacement Process: Cascade Model
NOTE: Cascade model is only possible if functional computers are available to cascade.

A) In case of emergency (computer stops working), replace with used computers if available.
B) In all other cases:
   1. Department (or IT) will make request for new or upgraded equipment through program review.
   2. Program Review Non-Instructional Requests will be reviewed by PRAC.
   3. PRAC will provide list of computer requests to the Tech Committee.
   4. IT will provide an inventory of available used computers to the Tech Committee.
   5. Tech Committee will match requests with available inventory based on the following criteria:
      a. Age of and functionality of computer to be replaced.
      b. Need of user
      c. Distance of computer from minimum standards.
In the event there are no available used computers, request will be sent back to PRAC for final consideration.

Planning & Resource Allocation Committee

September 10, 2013
2:00-3:30, Austin Center 177
Minutes

Present: Jackie Barretta, Becky Brown, Gina Cullen, Jonathan Eldridge, Mike Irvine, Peggy Isozaki, Sara McKinnon (Co-Chair), Michele Martinisi, Greg Nelson, Nanda Schorske, Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Sheila Whitescarver

Others Present: Laurie Ordin, Andrea Wang

Absent: Yolanda Bellisimo, Tom Burke, Jon Gudmundsson

Agenda Review
- Agenda approved.

Minutes
- Minutes of August 27 meeting approved.

Professional Development Plan 2013-2016
S. McKinnon
- Review of *Plan* developed by C. Hsieh before she left.
- *Plan* can be viewed online. Go to:
    - *Faculty/Staff*
    - *Planning, Research & Institutional Effectiveness*
    - Click on *Planning* (on left side of page)
    - Scroll down to *College Planning Documents*
- Divided into themes:
    - Teaching and Learning
    - Student Success
    - Technology Training
    - Institutional Effectiveness
    - Employee Excellence
- Weaves in action steps from *Strategic Plan*.
- PRAC accepts the *Professional Development Plan*.

Midterm Report
S. McKinnon
- Report will be online today. Go to:
    - *Faculty/Staff*
    - *Planning, Research & Institutional Effectiveness*
    - *Accreditation* (on left side of page)
    - *Self-Study & Follow-up Reports*

COLLEGE OF MARIN

- Evidence is being finalized.
- PRAC accepts the *Midterm Report*.

Math Dedicated Tutor Program
L. Ordin; A. Wang

- *Math Dedicated Tutor Program* is modeled after *English Department's Basic Skills English*. *Math 85*, *Math 95* (pre algebra) and trying for *Math 101*: *Introductory Algebra*.
- We have hired student and adult student tutors to shepherd students through. Much of it is providing *Math* help and teaching how to be a good student. Students need support and encouragement.
- Program has been funded through *BSI*, however, next semester will not receive funds for dedicated tutors.
- Success rates:
  - *Math 85* and 95: had above norm success rates. Dedicated tutor is having a positive effect on classes.
  - Figures are based on census students minus the withdrawals.
  - Students must get a *C* or better.
  - Do not have data re: ratio of dedicated tutors to number of students. Will look at those statistics this semester.
- Math department does not have funding to support program especially when compared to *English*.
- Dedicated tutors cost about $20 per hour for in class tutoring up to and including *Math 101*.
- Would like to have *Math Lab* open more hours for drop in tutoring and would like more professional IS's for this purpose.
- Wish list is 40 hours per week x $20 per hour.
- Comprehensive best approach: what are recommendations to get largest number of students where they need to be. How do we collectively support these types of things?
  - Suggest *COM Academy* run by IS's who would assist students (open lab) after they have taken their placement tests.
  - *Math* IS's just work in the *Math Lab* but could be the dedicated tutors or ones running *COM Academy*.
  - Suggest convening a task force to collectively design a program as cornerstone then determine what it would cost to do it. It's easier to fund and move forward if we develop a comprehensive plan.
- Request estimate is about $16,000.
- C. Torres and J. Eldridge will work with L. Ordin to develop a more comprehensive plan regarding an institutional plan to address this issue.

IT Update
J. Eldridge

- Overview of *2013-2017 Technology Plan*. Four pieces from *Tech Plan* that *IT* has been pulling together to move forward:

- <mark>**Faculty & Staff Computer Replacement ($500,062)**</mark>
  - Lease with *Hewlett Packard (HP)* goes before *Board* next week (4 year lease program starting this fall.)
  - Support from *HP* or new machine.
  - Trying for more training for *IT* because they will spend less time troubleshooting once leasing program goes into effect.
  - E-mail communication will go out to college community.
  - Still discussing laptops with *HP*.
  - Finally have an inventory and control over number of computers we have.
- **Upgrade Server Infrastructure ($450,000 project)**
  - Purchase new servers from *Bond* money
  - By bundling computers and server purchase we are saving significant amount of money.
- **Replace Aging Voicemail System ($70,308)**
  - Does not include equipment.
- **Network Upgrades & Wi-Fi Implementation ($450,000)**
  - Entirety of both campuses will have *WiFi* by end of academic year.

- We are looking at utilizing *Banner* more effectively.
- Project Charters written for each of the four projects to keep us on track and also communicate to college community.
- Completed inventory will be finalized soon.

Schedule Restoration
C. Torres
- Current list (revised September 3) of classes to be restored in spring and summer 2014 distributed.
- *HIST 212* was added.
- *MATH 85, 95* have huge waiting lists so asked for more classes.
- *ART IGETC* area *3A* needed for summer.
- *BEHS* (6 units TBD) (summer).
- *Spanish* (TBD) (summer).
- *Speech* (TBD) (summer).

Adopted Budget
P. Isozaki
- Demo re: how to find adopted budget online.
- Contact P. Isozaki with questions if any.

Topics for PRAC Fall Meetings
- Brainstorm about topics.
- Suggest look at point of improvement sections of *Program Reviews*.

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.

Instructional Equipment
- Hold for future meeting.

Professional Development
- Hold for future meeting.

Meeting Wrap Up/Assignments
- S. McKinnon will draft memo to support *Math* request for dedicated tutors.