



Operations Planning Committee (OPC) Meeting

MINUTES

NOVEMBER 4, 2011

1:30 – 2:30 P.M.

LOCATION: ALTOS ROOM

MEETING CALLED BY	Shirley Treanor
TYPE OF MEETING	Advisory Committee Meeting
NOTE TAKER	Phuong Tran
ATTENDEES	Jay Patyk, Phuong Tran, Shirley Treanor, Ion Georgiou, Gigi Gallagher, Meidith Heiser, Elaine Kou, Pam Wilkes, and Laureen Balducci.

Agenda Topics

APPROVAL OF MINUTES

DISCUSSION	APPROVAL OF MINUTES
	<ul style="list-style-type: none">Approved October 24th meeting minutes

PLANNING & RESOURCE COUNCIL GUIDELINES

SHIRLEY TREANOR

DISCUSSION	PLANNING & RESOURCE COUNCIL GUIDELINES
	<p>Issue: Some divisions have an ending balance to roll over at the end of the year.</p> <p>In addition, some people use the wrong FOAP. There are a variety of monies available: B-budget, Foundation, Perkin, Measure C, Instructional & Equipment, etc. Although the total may add up to how much money everybody gets, departments may be spending using the wrong account.</p> <ul style="list-style-type: none">We are not structurally sound yet we are continually giving out money to people who are continually asking for one-time funds each year. Some areas have a rollover each year, so it's time to rebalance. Our objective is to develop and apply a rubric or guidelines for making resource allocations. Variance and discretion should be considered in a rubric system.Review the "Ongoing Budget Augmentation and Elimination" in Planning & Resource Council Guidelines to see if they are still relevant. Factors that should be considered:<ul style="list-style-type: none">Changes in enrollments across divisions (WSCH), or overall headcount for college-wide services (counseling, library, admissions/records, etc.)Severe losses in a major funding source by a division of the College.A major change of responsibility required of a division of the College, such as creation of a new department, maintenance of substantial new equipment or adherence to new regulations.<ul style="list-style-type: none">Ex: If there is a break-in and an alarm system is going to be installed, that is an ongoing expense that needs to be consideredThe move of people from CTIS to the PSME and BUSI DivisionsA significant change in educational methodology by a discipline, such as the need to incorporate new technology or redesign a program.A program's "value and quality" in relation to its productivity. The cost-benefit ratio should be found in the program review.Services and resources that align with the core mission and support student learning.Inflation and cost-of-living adjustments.

FOLLOW UP ITEM	
	<ul style="list-style-type: none">For Shirley to find out how many people went to each division from CTIS.