SPRAC Minutes
August 17, 2012, Rm 913

Attending: Teresa Macedo, Alta Northcutt, Dan Rothwell, Marcy Wieland, Kristin Fabos, John Graulty (subbed as permanent manager when MarCom was reviewed), and rotating managers: Kristin Fabos, Tama Bolton, Tootie Tzimbal, Masina Hunnicutt

Absent: Charlotte Achen (nonvoting) and Ben Ten Cate (resigned on 8/16 due to reassignment in Watsonville Center)

1. President’s – Integrated Marketing and Communications (Kristin Fabos)
   Staff members Jana Marcus and Evelyn Hirsch attended. The 25% reduction of the Coordinator position was discussed. SPRAC chair asked for clarification of the .5 FTE reduction from the General Fund versus the funding that was procured to maintain the Coordinator at .75 FTE in 2012-13. It was determined that the Coordinator position ultimate reduction to .75 FTE, rather than the source of funding, was the salient information for SPRAC. If the funding changes and the District decides to further reduce this position, the plan to do so should come before the SPRAC committee.

2. Student Services/Enrollment Services, continued from last week – A&R Assistant (Masina Hunnicutt, Tootie Tzimbal, Tama Bolton)
   Staff members Rosario Juarez, Delia Torres, Ana Ruiz, Judy Periera, Christina Ortega, Luz Ramirez, and Rose Chavez attended. Discussion of the impact of the elimination of the last A&R Assistant continued from last week.

3. SPRAC Business
   a. Membership – Ben, Alta, and Dan are resigning from the committee. New staff representatives will be solicited at the Tuesday, noon CCEU meeting during Flex. A new Faculty Senate representative will be solicited at the Senate meeting during Flex.
   b. Meeting days next term – Fridays will not work for SPRAC in the fall. A new meeting day will need to be established once the new SPRAC committee members are on board.
   c. Tasks for the fall
      i. Self-evaluation – The committee will meet to decide what the survey questions should be this year. We decided that the survey should go to all of the rotating and substituting managers as well as the standing SPRAC committee members. Discussion of a survey of the “SPRAC experience” for affected staff was also discussed with no decision made. The new SPRAC committee can discuss further.
      ii. Next Semester Check-in for 2011 plans – This will be the main focus of SPRAC this fall. As soon as the new SPRAC committee members are on board we should begin meeting on this topic.
      iii. Update Guide to SPRAC – The Guide will need updating by the new chair with the help and input of the committee.