

Finance Subcommittee Idea

G. Nelson

- Proposal for PRAC to create a *Finance Subcommittee* to get into more detail about what is going on in the District so there is more institutional basis for what is happening. (Handouts were distributed.)
- It would help better inform the PRAC as to how decisions are being made.
- Flow chart outlines the process for developing operating/discretionary budgets 2013/2014.
 - Spend fall semester meeting with *Finance Committee* i.e., a training session.
 - In February, information is issued out to budget managers who would meet with folks in their divisions.
 - In March, administrators forward template to VP. Administrators submit completed budget template to VPAS. Finance Committee collects Program Reviews.
 - In April, PRAC reviews *Program Reviews* and proposed budgets to make recommendations to President. Then, *Finance Committee* meets to finalize recommendations.
 - Budget hearings occur.
 - VPAS compiles summary documents for *Finance Committee* review.
 - In May, President reviews final budgets for approval or adjustments. Compile and send changes to Fiscal.
 - Award letters sent to administrators.
 - Beginning of fall semester: President provides feedback to PRAC which provides feedback to *Finance Committee* and other committees.
- Members inform themselves and constituency groups and expands minds about the district's budget.
- Involves *Program Reviews* of all programs.
- Resource Allocation Handbook outlines entire process?
- Would be able to see ebb and flow of adjustments and status of requests.
- In the end the documentation is used as an excellent accreditation document.
- Free lottery funds up for bigger items, like large pieces of equipment, that are needed
- G. Nelson will think about a *Finance Committee* or task force charge. The first year could be a pilot project with unrestricted fund only.
- S. McKinnon will review *Governance* committee guidelines from the *Participatory Governance System Plan* for further guidance.
- Information as to why we are making the decisions we are making—more transparency. Also, such a committee will allow *PRAC* to spend time on broader issues.
- Will get more inclusive input from constituencies.
- Next meeting will be discussion on how to proceed and composition of the new task force or subcommittee.

Governance Evaluation: Review of 2013-2014 Process

- Hold for a future meeting.

Subcommittee Reports

Technology Planning

- Nothing to report.

Student Access & Success

- Nothing to report.

September 30, 2014

2:00-3:30

Minutes

Present: Yolanda Bellisimo, Becky Brown, Gina Cullen, Jason Dunn, Patrick Ekoue-totou (Resource), Jonathan Eldridge (Co-Chair), Sara Frye, Peggy Isozaki (Resource), Christina Liemer, Gina Longo, Sara McKinnon (Co-Chair), Greg Nelson, Carol Perez, Carol Scialli (Resource), Cari Torres, Michael Trump, Sheila Whitescarver

Others Present: Derek Levy

Absent: Nanda Schorske, Kathleen Smyth

Agenda Review

- Agenda approved.

Minutes

- Minutes of September 23 meeting approved.

SSSP Plan Final Feedback

D. Levy

- Plan will be posted soon on our college website. Plan is a work in progress and will be updated regularly.
- Counseling faculty were initial movers on this plan. Thoughts from *Counseling Chair*?
 - Much has been done yet still more needs to be done.
 - Implemented many things in a short period of time.
 - Trying to do things more efficiently yet effectively and deliver services at a high level.
 - Great new Counseling faculty that have been amazing.
- This Plan will also result in adding more to the 50% (right) side of the house.
- This has been a collaborative effort.
- Inescapable engagement: campuses that do this well have more successful students. The Plan is the foundation.
- *BUG* demo of new *Portal* is Friday, October 3, Student Services A&B.

Comments

- Question about *SSSP Advisory Committee*.
 - This would be the *SAS*.
- *SAS (DSPS)* and *EOPS* are not included in the Plan; concern that their funding and support services might be at risk if they were included in the Plan; represented separately through their program related actions.

Finance Subcommittee Set Up

G. Nelson

- Draft subcommittee charge distributed; includes Charge, Authority, Membership, and Responsibilities.
- Finance Committee would need to be a subcommittee of *PRAC* per *Participatory Governance System Plan* (page 8 distributed).
- This is a standing (permanent) committee and does not have to have members of *PRAC* sitting on it.
- Two year minimum term except for student members.

- Next step is to send charge to *GRC* for approval. *GRC* meets next Wednesday.

Comments

- Question about wording, “review and update the process for the development of the annual college budget.”
 - Each year disseminate information about how process is being developed.
 - Second year look at things that could be improved from the prior year.
- Suggest a two year term for serving on committee due to learning curve involved.
 - It takes awhile for members to learn. Members become more confident after spending time on committee.
- Would subcommittees report to the *Finance Committee* which would then report to *PRAC*? Example: Instructional Equipment requests. Would like to leave the IE subcommittee to do the work it is doing.
 - That is up to the *PRAC*; would take recommendations from the *PRAC*.
 - Committee could decide what fits into what bucket.
- When *Finance Committee* holds its hearings, subcommittees would have met already.
- If all budget pieces is in one pot, departments explain what it means, and more holistic analysis is possible.
- Look at departments at an institutional level and pointing people in the right direction.
- Student membership is appointed through *ASCOM* rules.
- Wording should be “3 classified” without reference to *CSEA*.
- Rewording re: college priorities.
- Each committee does a self-evaluation and surveys are sent to college community as well.
- S. McKinnon will make revisions to charge and forward to *GRC*.
- *Nuts and Bolts: Resource Allocation* document distributed.

Governance Digest

S. McKinnon

- *2013-2014 Participatory Governance System Digest* (distributed) summarizes what each committee did last year.
- Review of document comprised of the following committees:
 - College Council
 - Governance Review Council
 - Planning and Resource Allocation Committee
 - Educational Planning Committee
 - Facilities Planning Committee
 - Instructional Equipment Committee
 - Professional Development Committee
 - Student Access/Success Committee
 - Technology Planning Committee
- All of *PRAC*’s recommendations are in here.
- *Professional Development Committee*: Beth Patel updated website and is doing a great job.
- We’ve done this for 6 or 7 years and all is on *Participatory Governance* website. This is the best evidence for *WASC* and the college.

October 14, 2014

2:00-2:30

Minutes

Present: Becky Brown, Jason Dunn, Gina Cullen, Jonathan Eldridge (Co-Chair), Sara Frye, Peggy Isozaki (Resource), Christina Leimer, Sara McKinnon (Co-Chair), Greg Nelson, Carol Perez, Nanda Schorske (Resource), Carol Scialli (Resource), Kathleen Smyth, Cari Torres, Sheila Whitescarver

Absent: Yolanda Bellisimo, Patrick Ekoue-totou, Gina Longo, Michael Trump

Agenda Review

- Agenda approved.

Minutes

- Minutes of September 30 meeting approved.

Finance Committee Task Force

- Idea is to set up the task force pending official approval from the *Governance Review Council (GRC)*.
- Task Force will be comprised of members of PRAC and folks outside of PRAC.
- Suggest meeting twice a month for 1 ½ hours each meeting.
- Many questions can be answered in first few meetings.
- PRAC has three more meetings in this semester. Ideas for next three meetings:
 - *Mission Statement* will not involve a group discussion. Feedback will result via surveys but can do prep on October 28.
 - *Program Review*: What is PRAC interested in knowing from *Program Reviews*?
 - *Communication Department Program Review*: Program revitalization for *Film*.
- Could hold *Finance Task Force* following PRAC.
- Volunteers: Sheila Whitescarver, Sara McKinnon, Greg Nelson, Cari Torres, Becky Brown, Peggy Isozaki, Jonathan Eldridge.
- Group will hold its first meeting on October 28, 3:30, in Austin 177.

Other

- *Accreditation Steering Committee* is meeting for first time today so PRAC meeting was shortened to allow for this meeting.

Meeting Wrap Up/Assignments

- Next meeting is October 28.
- Remaining meetings for fall semester are: October 28, November 11, November 25, December 9.

Summary
September 22, 2015

Present: Becky Brown, Gina Cullen, Stephen Dargie, Jonathan Eldridge (Co-Chair), Sarah Frye, Rhonda Jones (Resource), Gina Longo, Sara McKinnon (Co-Chair), Lisa Morse, Nancy Willet

Absent: Yolanda Bellissimo, Peggy Isozaki, Christina Leimer, Greg Nelson

Guests: Angelina Duarte, Derek Levy

Agenda Review

The agenda was approved.

Summary

The summary for the 9/8/15 meeting was approved.

Participatory Governance System Discussion - Angelina

Dr. Coon has asked Angelina to assess COM's Participatory Governance System and recommend modifications as needed. She is looking at the Participatory Governance System (PGS) Plan to determine how closely to the original plan COM is operating and whether or not the Plan needs to be changed. She is also gathering information from each PGS committee. She asked PRAC members if they had voted to create a Finance Sub-Committee and was told that they had. In her preliminary findings, to better assist PRAC to achieve its charge, she suggested that the Finance Sub-Committee actually be created.

Highlights of discussion on more easily achieving PRAC's charge:

- An institutional perspective is needed to better inform budget creation
- Allocation recommendations need to be based on real budget data
- The budget allocation process needs to be:
 - Led by Deans/Directors
 - Started earlier in the year
 - Streamlined (PR through allocation)
 - Vetted divisionally

Angelina is also looking at redefining quorums, as some Committees report challenges with meeting their quorum requirements.

**Summary
October 28, 2015**

Present: Becky Brown, Gina Cullen, Stephen Dargie, Patrick Ekoue-totou, Jonathan Eldridge (Co-Chair), Sarah Frye, Peggy Isozaki, Rhonda Jones (Resource), Christina Leimer, Sara McKinnon (Co-Chair), Lisa Morse

Absent: Yolanda Bellisimo, Gina Longo, Greg Nelson, Nancy Willet

Guest: Derek Wilson

Agenda Review

The agenda was approved.

Summary

The summary for the 10/13/15 meeting was approved.

FPC Status for 2014-15 PR Requests

Sara distributed a handout ("2015 PR Follow Up Tracking Sheet") that listed all of the PR requests for 2014-2015 and the status of their completion.

PR, Budget Development & Finance Committee Concept

Jon distributed the following handouts:

- "COM Finance Committee Charge"
- "PR Process – A Flowchart for the Deans"
- "Budget Development Process – A Flowchart for PRAC"
- "COM PRAC – Finance & Budget Development Responsibilities"
- "Current PRAC Charge"

In an effort to streamline the work of PRAC, changes are being considered. Highlights of discussion:

- Deans/Directors will work more closely with Chairs in the development of PR's and area budget requests
- Deans/Directors will prepare integrated departmental report and present to PRAC
- PRAC will look at COM budget processes as a whole this year
- PRAC will develop a comprehensive budget plan based on all revenue and expense assumptions
- The Finance Sub-Committee responsibilities will become part of PRAC's charge

**Summary
November 24, 2015**

Present: Yolanda Bellisimo, Becky Brown, Stephen Dargie, Jonathan Eldridge (Co-Chair), Sarah Frye, Rhonda Jones (Resource), Christina Leimer, Gina Longo, Sara McKinnon (Co-Chair), Greg Nelson,

Absent: Gina Cullen, Patrick Ekoue-totou, Peggy Isozaki, Lisa Morse, Nancy Willet

Guest: Frank Crosby, Patty O’Keefe, David Snyder

Agenda Review

The agenda was approved.

Summary

The summary for the 11/10/15 meeting was approved.

PRAC Charge/Process Changes

The Committee was presented with two documents:

- A “track changes” version of the Committee Charge
- A new version of the Committee Charge with all suggested changes included

The Committee suggested some further revisions, which will be incorporated, and the new version will be distributed for the Committee’s review prior to presentation to the GRC.

Communication Department Program Update

Frank, David and Patty presented “Convergence – Revitalization of COM’s Film, Video, Journalism Programs & Media Studies Courses.” Presentation highlights:

The revitalization would include offering two degrees-

- Transfer AA (Film, TV, Video, Electronic Arts)
- AA – Digital Journalism (dependent upon development of agreement with universities)

Creation of the MediA ARts Collaborative (ARC) – a learning and career pathway in collaboration with Marin County high schools (high schools → COM → university → career) with two purposes:

- Train students for careers in media
- Foster media and information literacy