

PRAC Minutes
September 9th, 2023
In Person and Via Zoom

Present: Jonathan Eldridge, David Wain Coon, Kristin Perrone, Patricia Hulin, Eresa Puch, Maria Coulson, Holley Shafer, Lauren Amundson, Dayna Quick, Sofi Todapudi, Meg Pasquel, Colleen Mihal, Jessica De Leon

- 1. Welcome new members**
- 2. Review our charge (<https://gov.marin.edu/prac>)**
 - a. Ensures that the College's planning process supports student success.
 - b. Aligns College plans and the budget process with Board goals and priorities.
 - c. Ensures that the planning process is broad-based, offers opportunities for input by appropriate constituencies, allocates necessary resources, and leads to improvement of institutional effectiveness.
 - d. Prepares planning recommendations and decisions consistent with the Education Code, the mission, vision and values of the College, accreditation standards, and strategic institutional planning priorities.
 - e. Reviews and makes recommendations for long-term budget planning, revenue and expense assumptions, the tentative budget, and resource allocations, including from supplementary sources.
 - f. Reviews and makes recommendations for adjustments between approved funding and actual expenditures.
- 3. Hear from Dr. Coon in relation to his response to our recommendations from last spring.**
- 4. Discuss upcoming/ongoing work in relation to the President's response:**
 - a. Conduct an audit of the institutional assumption of materials fees during the 2023-24 fiscal year to determine whether surpluses or deficits exist in different programs and adjust as needed to ensure program sustainability.
 - b. I would also like to revisit a recommendation I accepted as part of the 2019-20 budget planning cycle: Engage constituents to review current and possible parking fees and fee structures and make recommendations on how to get the parking fund to a self-support level. Based on my accepting that recommendation, PRAC issued a charge in fall 2019; however, due to the pandemic this work was never completed.
 - c. Confirmed that the Institutional Grants made during the 2021-22 funding cycle have been institutionalized and the funding will be ongoing.
- 5. Discuss our meeting schedule for the year (schedule approved):**
 - a. September 12 - Initial Organizational Meeting/President Coon/2023-24 Recommendations Next Steps
 - b. September 26 - Campus Policing & Public Safety Advisory Council Update
 - c. October 10 - Off-Cycle Requests/Subcommittee Updates/Parking Review Next Steps
 - d. October 24 - Current Year Adopted Budget Review
 - e. November 7 - Program Review Update/Area Presentation Expectations/FPC Report
 - f. November 21 - Finalize Spring Presentations—Memo Out to Campus Community
 - g. January 30 - FY 24-25 Budget Assumptions, Part I
 - h. February 13 - Budget Assumptions, Part II—Recommendations for Revenue/Expenses for FY24-25
 - i. February - 27 Area Presentations

- j. March 12 - Area Presentations
- k. March 26 - Area Presentations
- l. April 9 - Area Presentations
- m. April 23 - FY24-25 Discussions & Initial Recommendations
- n. May 7 -Final FY24-25 Budget Recommendations & Process Debrief

6. The next meeting is scheduled for September 26, 2023 and will discuss Campus Policing and Public Safety Advisory Council Update.