

PRAC Minutes

April 7th 2025

Via Zoom

Present: Maria Coulson, Dana Emerson, Eresa Puch, Lauren Servais, Alexander Jones, Lisa Morse, Tony Clark, Diamond Alexander, Aline de Souza, Giovanni Carbonaro, Kaveh Manshouri, Colleen Mihal, Holley Shafer

1. Budget Assumptions
2. President
3. PRIE
 - a. Senior Research Analyst position
 - i. Funds for Senior Analyst position recommended by PRAC in 2023-24
 - ii. Option 1 (Fully funded research staff): Replace vacant 1.0 FTE Research & Planning Analyst Position, + hire 1.0 FTE Senior Research Analyst; estimated request \$160,000)
 - iii. Option 2 (functional research staff): Hire Senior Analyst position to replace current Research & Planning Analyst vacancy rather than hiring for both positions (estimated request \$38,000)
 - b. Institutionalize funds for Classified Professional Development Coordinator position
 - i. .53 FTE (20 weekly hours) currently funded with EEO funds; estimated 10 will be covered in 2025-2026
 - ii. Cost to cover 10 weekly hours through PRIE: \$32,362
 - c. Additional Classified Professional Development Funds
 - i. Current budget: \$13,535
 - ii. Request increase of \$7,000 to allow PLC to increase the \$500 per-person annual limit to cover conference and similar PD opportunities
4. MarCom
 - a. Administrative Assistant II rang 116
 - i. Assist with the volume of inquiries and requests MarCom
 - ii. receives to improve response time and quality; allow for director to have a greater presence outside the office and be more accessible to our campus and community
 - iii. Consider increasing budget allocations for supplies and postage
 1. ▪ Due to tariffs, we may see increases in the cost of goods such as paper and promotional items
 2. ▪ Anticipate additional mailings for centennial awareness and activities

5. EOPS, CARE, CalWorks, Rising Scholars, Juvenile Justice, Undocumented Student Services

a. Shift Director salary to District Funding - \$120,000

- i. EOPS regulations in Title 5 state that EOPS program dollars cannot pay for the Director salary
- ii. The District is required to pay a minimum of 50% of the Director's salary
- iii. At COM, the District has typically picked up 50% and the other 50% has been paid using a variety of other categorical funds- mostly CalWORKs since the prop 98 funds could not be spent on students
- iv. The plan for 25-26 is currently for the District to pay 50% of the Director salary and the other 50% would be paid using funds from CalWORKs and NextUp
- v. Recently, a law was passed that now allows prop 98 CalWORKs funds to go to students to provide work study and direct financial support
- vi. If the District picked up 100% of the Director salary, all of the money that is currently allocated from Next Up and CalWORKs could go directly to students.
- vii. This would provide an additional \$100,000 (roughly) that could be awarded to our low-income single parents, and current and former foster youth

b. Personnel

- i. Outreach and Partnerships would like to fund a 1.0 FTE Administrative Assistant II using AB19 and Rising Scholars/Juvenile Justice Funding
- ii. This position would support the expansion of the COMPASS program to Novato Schools, Support RS/JJ students, and support expanded efforts in dual enrollment.
- iii. COST: \$100,000 (non-district funding)

c.

6. Next meeting will be held May 5, 2025.