

**Summary
November 14, 2017**

Present: Bonnie Borenstein, Becky Brown, Will Coley, Patrick Ekoue-totou, Jonathan Eldridge (Co-chair), Sarah Frye, Peggy Isozaki, Karen McSween, Lisa Morse, Meg Pasquel (Co-chair), Josef Rein, Nancy Willet, Christopher Yang

Absent: Christina Leimer, Greg Nelson

Guests: Patricia O'Keefe

Agenda

The Agenda for this meeting was approved.

Summary

The summary for the 10/10/17 meeting was approved, with the removal of Nancy Willet from the "Present" category.

Communication Revitalization Update - Patricia O'Keefe

Work is ongoing to update the Communication Department. Some equipment has been purchased and more will be needed with the design of the new studio, which will be built as a part of the new Learning Center. Two new FT faculty are also needed by Fall 2018 to grow the program. One position, Digital Journalism and Media Arts, will be 50% funded through a grant from the Marin IJ. The other position will be funded by cancelling three PT positions.

College Hour Update & Feedback

This topic was postponed to a future meeting.

Next Steps with Zero-Based Budget & Budget Request Process

Zero-Based Budgets are due in early December. Budget Requests are due in January. Deans/Directors will make use of the information gathered through both of these processes for their PRAC presentations, as part of the budget creation process for FY 2018/2019.

Subcommittee Reports

There were no subcommittee reports at this meeting.

The SAS Committee will soon report on its Integration Plan, combining funding from SSSP, Equity and BSI, and the connection to Guided Pathways work.

Other

At the next PRAC meeting, Greg will provide an update on the status of the current year budget and a preliminary revenue forecast for FY 2018/2019.

The next meeting will take place on Tuesday, 11/28/17.