

**Summary**  
**November 2, 2021**  
**Via Zoom**

**Present:** Lauren Amundson, Kathleen Antokhin, Jason Dunn, David Egert, Jonathan Eldridge (Co-chair), Sarah Frye, Nigel Haikins, Colleen Mihal, Lisa Morse, Greg Nelson, Janis Olson, Meg Pasquel (Co-Chair), Kristin Perrone, Monica Rudolph

**Absent:** Fernanda Davila, Jon Horinek, Peggy Isozaki

**Agenda**

The agenda for this meeting was approved.

**Summary**

The summary for the 10/19/21 meeting was approved.

**Expectations for Department Presentations**

The group reviewed the following documents in preparation for the resource allocation process for 2022/2023.

- “Ground Rules & Guiding Principles” - developed in fall 2020
- “Memo to Divisional Leaders Regarding PRAC Presentations” – last sent out in fall 2020

Some updates were suggested and Jon will revise the documents accordingly and bring them back to the group for further discussion. The hope is to get the information out to Division Leads by Thanksgiving to give them plenty of time to prepare their presentations for spring semester.

**Other**

The Draft Community Programs & Activities Proposal was again reviewed. The group suggested:

- Ensure new Program Coordinators do their best to communicate with campus constituents to meet their space needs, before off-campus groups
- Ensure new Program Coordinators do their best to develop relationships with underserved community organizations
- Ensure that proper steps are taken to protect and maintain facilities and equipment

Greg was asked to explain, at a future meeting, how COM used the emergency COVID funds it has received.

The SWAC subcommittee will appear at a future meeting to discuss changes they would like to make to their charge.

**Subcommittee Reports**

There were no Subcommittee reports at this meeting.

**The next meeting will take place on Tuesday, 11/16/21.**