

**Meeting Minutes**  
**November 5, 2020**  
**9:00 am – 10:30 am**  
**ZOOM ID: 91443026624**

**MEMBERS:**

<b>VOTING – List full name below</b>			
x	Maria Suarez	x	Doris Hankins
x	Frances Moy	x	Maria Spencer
x	Jose A. Salceda	x	Denise Woodward
x	Lilia Chavez		Soledad Lueng
	Jason Holloway		
<b>NON-VOTING – List full name below</b>			
x	Theresa Halula		
x	Inger Stark		

<b>AGENDA ITEM</b>	<b>DISCUSSION</b>	<b>FOLLOW-UP ACTION</b>
I. Call to Order	Meeting called to order at 9:05 am	
II. Adoption of Agenda	Agenda was adopted with no corrections.	M/S/P – Maria Suarez / Lilia Chavez
III. Approval of Minutes	Meeting minutes were approved with no corrections.	M/S/P – Lilia Chavez / Jose A. Salceda
IV. Action Items / Presentations / Standing Items	<p><b>Equity and Implicit Bias: Intergroup Dialogue Workshop –</b>  <i>Will be offered by the District. Coordinated by Inger Stark. Details will be forwarded to the PDC Co-Chairs. The workshop will be offered in January during District Flex Day. It will be limited to 200 participants and will be 90 minutes in duration. The total cost for the workshop will be \$14,000 that will be primarily covered by the District. Inger Stark requested financial support from Merritt College to help with the total cost.</i></p> <p><b>Antiracism Workshop –</b>  <i>Will be offered by the District. Date to be determined.</i></p>	Inger Stark will forward workshop details to the PDC Co-Chairs.
V. New Business / Old Business	<p><b>Flex Day Debrief and Feedback –</b></p> <p><b>Attendance per workshop =</b>  <i>President's Welcome – 99</i>  <i>Accreditation – 88</i>  <i>Implicit Bias – 88</i>  <i>Trauma Informed Practice – 55</i>  <i>Culturally Relevant Pedagogy – 51</i>  <i>SAS – 18</i>  <i>APU Training for Chairs – 28</i>  <i>Curriculum Training – 22</i>  <i>Meaningful Online Contact with Students – 16</i>  <i>Conflict Resolution – 13</i>  <i>Adobe Sign – 25</i>  <i>Canvas Quiz Statistics – 7</i></p>	

	<p><b>What worked well:</b>  <i>Variety of topics were presented, recordings were sent the day after, and people appreciated the breaks.</i></p> <p><b>Things we can improve:</b>  <i>One link for the morning sessions, cross training, greater conversation surrounding anti-racism and trauma, introduction of new faculty and classified staff, two days of professional development, workshops limited to one hour, longer breaks, engaging speakers, and other ways to use Canvas.</i></p> <p><b>Ideas for Spring 21 Professional Development Trainings:</b>  <i>-Self-care, especially since workloads are impacted due to COVID-19.          -How to read the BI Tool.          -Handbook working sessions.          -Creating boundaries with students.          -Adobe Sign.          -How to work with bullying, including demanding and pushy students and staff.          -Stress management.          -Managing workplace relationships.          -Organizing and managing multiple projects.          -Working with technology, including record keeping.</i></p> <p><b>Drawing of Gift Cards: Winners!</b>  <i>-Soledad Leung – Classified          -Elaine Wallace – Faculty          -Maria Spencer – Classified          -Jessica Dame Carroll – Faculty          -Margie Rubio - Classified</i></p> <p><b>How to Run Effective Meetings –</b>  <i>The training will be facilitated by Lorenzo Cuesta on Friday, November 6<sup>th</sup> from 2:00-4:00 pm.</i></p>	
VI. Announcements	<p><i>Next Meeting scheduled for November 19<sup>th</sup>. We will be using the same Zoom link.</i></p>	
VII. Adjournment	<p>Meeting adjourned at 10:19 am</p>	