

Meeting Minutes
November 19, 2020
9:00 am – 10:30 am
ZOOM ID: 91443026624

MEMBERS:

| VOTING – List full name below | | | |
|--|------------------|---|-----------------|
| x | Maria Suarez | x | Doris Hankins |
| x | Frances Moy | x | Maria Spencer |
| x | Jose A. Salceda | x | Denise Woodward |
| x | Lilia Chavez | x | Soledad Leung |
| x | Jason Holloway | | |
| NON-VOTING – List full name below | | | |
| x | Stefanie Harding | | |
| x | Inger Stark | | |
| x | Jennifer Fowler | | |

| AGENDA ITEM | DISCUSSION | FOLLOW-UP ACTION |
|-----------------------------------|---|--|
| I. Call to Order | Meeting called to order at 9:04 am | |
| II. Adoption of Agenda | Agenda was adopted with no corrections. | M/S/P – Frances Moy / Doris Hankins |
| III. Approval of Minutes | Meeting minutes were approved with no corrections. | M/S/P – Frances Moy / Maria Suarez |
| IV. Action Items / Standing Items | <p>Equity and Implicit Bias Training: Center for Organizational Responsibility Advancement (CORA) offered training for Laney College during the past Flex Day on Implicit Bias. Inger Stark will have a discussion with the recording on December 3rd. Laney College plans to offer the second part on January 22nd during their Flex Day from 9:30-11:00 am. It will be open to all. The topic will be Response to Racial Microaggressions (RAVEN). PDC members voted to include this training in our Fall Flex Day program. It passed with a unanimous yes vote.</p> | |
| V. New Business / Old Business | <p>New Business:</p> <p>Spring Flex Day (01/22): Planning -Self-care, especially since workloads are impacted due to COVID-19. -How to read the BI Tool. Data Analysis, Productivity Data. >Discussion on disaggregated data. How does it get used? -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.</p> | <p>Frances Moy will help coordinate the data analysis/productivity workshop with Nathan Pellegrin and Stefanie Harding.</p> <p>Denise Woodward will help coordinate the Adobe Sign workshop.</p> |

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| | <p>Pryor Seminars: Presentation by Jennifer Fowler <i>An overview of on demand trainings was provided. Topics include Administrative Assistant and Front Desk, Business Skills, Business Writing and Grammar, Communication, Computer Skills, Computer Software, COVID-19, Customer Service, Diversity and Inclusion, Finance and Accounting, Human Resources IT, Management and Leadership, Marketing, Personal Development, Project Management, Time Management, and others. Pricing will be e-mailed to Denise Woodward.</i></p> <p>Old Business:</p> <p>Updating Web Page: <i>Maria Suarez has been working on the PDC website. Training materials, recordings, agendas, and minutes have been loaded.</i></p> | Jennifer Fowler will e-mail general pricing to Denise Woodward. |
| VI. Announcements | <i>Next Meeting scheduled for December 3rd at 9:00 am. We will be using the same Zoom link.</i> | |
| VII. Adjournment | Meeting adjourned at 10:10 am | |