

Meeting Minutes
December 3, 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		Soledad Leung
x	Jason Holloway		
NON-VOTING – List full name below			
x	Stefanie Harding		

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	Meeting called to order at 9:06 am	
II. Adoption of Agenda	Agenda was adopted with no corrections.	M/S/P – Lilia Chavez / Jose A. Salceda
III. Approval of Minutes	Meeting minutes were approved with no corrections.	M/S/P – Jason Holloway / Maria Suarez
IV. Action Items / Presentations / Standing Items	<p>Equity and Implicit Bias Training: <i>The Center for Organizational Responsibility and Advancement (CORA) will offer three opportunities to attend implicit bias training – part 1. The training will be recorded and available for viewing.</i></p> <p>January 22 Flex Day Activities: Planning <i>A motion was made and seconded to start the flex day activities at 8:30 am.</i> 8:30-9:20 am Remarks by President David Johnson. Frances will introduce PDC members. Welcome from Constituencies. Student Services Overview. 9:30-11:00 am CORA Training. RAVEN (Response to Racial Microaggressions). 11:10-12:00 pm Accreditation Updates and College-wide Activity. 12:00-1:00 pm Lunch Break. 1:00-1:50 pm BI Tool: Data Analysis. 1:00-1:50 pm Adobe Sign. 1:00-1:50 pm New Faculty Orientation. 2:00-2:50 pm Online Classroom Management. 2:00-2:50 pm General Budget Training. 2:00-2:50 pm Account Payable and Procurement Overview. 2:00-2:50 pm Self Care / Stress Management. 3:00-3:50 pm Division Meetings. 3:00-3:50 pm Classified Workshop. 4:00-4:50 pm Department or Committee Meetings.</p>	<p>M/S/P – Doris Hankins / Jose A. Salceda</p> <p>Action Item: Doris Hankins will follow-up to confirm ASMC President. Maria Suarez will follow-up to confirm Union Representatives. Frances Moy will follow-up to confirm Faculty and Classified Senate Presidents.</p> <p>Action Item: Frances Moy will coordinate BI Tool workshop with Nathan Pellegrin and Stefanie Harding.</p>

		<p>Action Item: Denise Woodward will confirm time with the District for the Adobe Sign workshop.</p> <p>Action Item: Frances Moy will confirm Tom Renbarger for the New Faculty Orientation workshop.</p> <p>Action Item: Maria Suarez will confirm Lilian Pires for the General Budget Training and Nick Shere for the Accounts Payable workshop.</p> <p>Action Item: Maria Spencer and Soledad Leung will help to coordinate the Self Care / Stress Management workshop.</p>
V. New Business / Old Business	<p>PD Funding Request:</p> <p>1. <i>Sun Young Ban – Request to attend the California Mathematics Council (CMC) Annual Conference. Request approved without objections for \$180.00.</i></p>	M/S/P – Jason Holloway / Maria Suarez
VI. Announcements	<p><i>Next Meeting scheduled for December 17th at 9:00 am. We will be using the same Zoom link.</i></p>	
VII. Adjournment	<p>Meeting adjourned at 10:04 am</p>	