

**Meeting Minutes**  
**February 4, 2021**  
**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		Denise Woodward
	Lilia Chavez		Soledad Lueng
x	Jason Holloway		
<b>NON-VOTING – List full name below</b>			
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 approved with a correction. The next meeting will be on February 18 <sup>th</sup> at 9:00 am.	M/S/P – Frances Moy / Maria Spencer
III. Approval of Minutes	Meeting minutes were approved with no corrections.	M/S/P – Frances Moy / Jason Holloway
IV. Action Items / Presentations / Standing Items	<p><b><i>Flex Day January 22<sup>nd</sup> Debrief and Feedback –</i></b></p> <p><b><i>Attendance per workshop =</i></b>  <i>President's Welcome – 72</i>  <i>Student Services Online – 94</i>  <i>Implicit Bias RAVEN – 200+ (3 colleges)</i>  <i>Accreditation – 71</i>  <i>Vicarious Trauma Compassion Fatigue – 20</i>  <i>BI Tools - 34</i>  <i>Ergonomics – 22</i>  <i>Tracking and Engaging Students Online – 15</i>  <i>Embedded Tutoring – 34</i>  <i>Adobe Sign – 17</i>  <i>New Faculty Orientation – 7</i>  <i>Division Meetings – 59, 36, 26</i></p> <p><b><i>What worked well:</i></b>  <i>-Variety of topics were presented.</i>  <i>-People greatly appreciated the implicit bias training. Found that it's important to be aware and to acknowledge our own biases. Also, the importance of self-care in staying balanced and managing stress.</i>  <i>-Tracking and engaging students online was very useful. Great resources were presented, including using Padlet, SlidesCarnival, and Flipgrid.</i>  <i>-Good overview of BI Tools.</i></p>	

	<p><b>Things we can improve:</b></p> <ul style="list-style-type: none"> <li>-A low number of classified staff completed the survey.</li> <li>-People had issues finding the links in the shared doc.</li> <li>-The host can provide more guidelines for the Zoom session.</li> <li>-More conversations that lead to actual roadmaps to implement anti-racist and trauma informed practices.</li> <li>-Attendees want to hear directly from students about their experiences at Merritt College.</li> <li>-A transfer student panel was requested.</li> <li>-Provide more trainings on Adobe Sign and the BI Tool.</li> <li>-Provide workshops on leadership, relaxation, regional recruitment partnerships, enrollment, and equity/access.</li> <li>-Additional workshop topics that were requested included: using OER text in the classroom, budget training, hiring more tenure track faculty, equity and inclusion trainings, STEM applications, best practices for instruction, degrees and certificates offered, and the importance of MIS data.</li> </ul> <p><b>Drawing of Gift Cards: Winners!</b></p> <ul style="list-style-type: none"> <li>-Glenn Van Straatum</li> <li>-Theresa Halula</li> <li>-Grace Idowu</li> <li>-Brad Balukjian</li> <li>-Courtney Brown</li> </ul> <p><b>Participation Certificates</b></p> <ul style="list-style-type: none"> <li>-A certificate will be provided to all participants that completed a survey.</li> <li>-A certificate will be provided to all presenters.</li> </ul>	
<p>V. New Business / Old Business</p>	<p><b>Ideas for Mid-semester Flex Day March 18<sup>th</sup>:</b></p> <ul style="list-style-type: none"> <li>-Student panel.</li> <li>-Tribute to Guy Forkner, Dr. Bill Love, and Anita Black.</li> <li>-Accreditation.</li> <li>-Conversations, listening/participating dynamics, intergroup dialogue.</li> <li>-Cultural literacy.</li> <li>-Self-care and stress management.</li> <li>-Continue implicit bias awareness training.</li> <li>-Data management (enrollment).</li> <li>-Equity.</li> <li>-Contract obligations.</li> </ul> <p><b>PDC Website:</b></p> <ul style="list-style-type: none"> <li>-Updated with recorded trainings.</li> </ul> <p><b>PDC Budget:</b></p> <ul style="list-style-type: none"> <li>-Rollover money is still missing from 2020 budget.</li> <li>-Speakers for Fall 2020 have been paid.</li> <li>-Paperwork for officers has been processed.</li> </ul>	
<p>VI. Announcements</p>	<p>Next Meeting scheduled for February 18<sup>th</sup>. We will be using the same Zoom link.</p>	
<p>VII. Adjournment</p>	<p>Meeting adjourned at 10:11 am</p>	