

**Meeting Minutes****April 15, 2021****9:00 am – 10:00 am****ZOOM ID: 91443026624****MEMBERS:**

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

| <b>AGENDA ITEM</b>                                | <b>DISCUSSION</b>   | <b>FOLLOW-UP ACTION</b>               |
|---|---|---------------------------------------|
| I. Call to Order                                  | Meeting called to order at 9:02 am  |                                       |
| II. Adoption of Agenda                            | Agenda was approved with no corrections.  | M/S/P – Maria Suarez / Jason Holloway |
| III. Approval of Minutes                          | Meeting minutes were approved with no corrections.  | M/S/P – Maria Suarez / Maria Spencer  |
| IV. Action Items / Presentations / Standing Items | <p><b>March 18<sup>th</sup> Flex Day: Debrief</b></p> <p><b>Attendance per workshop =</b><br/> <i>President's Welcome – 73</i><br/> <i>Student Forum - 64</i><br/> <i>Accreditation – 83</i><br/> <i>SAS Workshop - 18</i><br/> <i>Budget Training - 58</i><br/> <i>Curriculum Training - 19</i><br/> <i>Participatory Governance Open House - 14</i><br/> <i>SLOAC ILO - 22</i><br/> <i>PeopleSoft Updates Training - 14</i><br/> <i>BI Tools Data Analysis Training - 15</i><br/> <i>English Language Learners - 15</i><br/> <i>Library Online Resources - 7</i><br/> <i>Happy Hour - 40</i></p> <p><b>What worked well:</b> <i>Variety of topics were presented, student voices were heard, the flow of the program was good, and the student-centered panel was very informative.</i></p> <p><b>Things we can improve:</b> <i>Make sure there is a co-host, have a password to all Zoom trainings, add waiting room option to Zoom meetings, make the workshops more interactive, and offer additional Microsoft trainings.</i></p> |                                       |

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|---------------------------------------|--|--|
|                                       | <p><b>Stipend for Student Panel Participants:</b><br/> <i>Maria Spencer proposed that all student panelists receive a \$50.00 stipend. The stipend could be in the form of a book voucher or book store credit. Stefanie Harding added that it can be challenging to provide Peralta dollars to students. Additional research and follow-up needed. The \$50.00 stipend per student was voted on and approved unanimously by PDC.</i></p> <p><b>August 20, 2021 Fall Flex Day Activities: Planning</b></p> <p><b>8:15-8:50 am</b> Remarks by President David Johnson.<br/> <b>8:50-9:20 am</b> Program Review Kick Start.<br/> <b>9:30-11:00 am</b> Improving Processes of Admissions and Records – Dr. Chavez and Dean Thornton.<br/> <b>11:10-12:00 pm</b> Open Slot.<br/> <b>12:00-1:00 pm</b> Lunch.<br/> <b>1:00-1:50 SAS Workshop</b> – SAS Staff.<br/> <b>1:00-1:50 pm New Faculty Orientation and Faculty Handbook</b> – Tom Renbarger.<br/> <b>2:00-2:50 pm</b> Career Center and Transfer Update.<br/> <b>2:00-2:50 pm</b> Inger Stark.<br/> <b>3:00-3:50 pm</b> Division Meetings.<br/> <b>4:00-5:00 pm</b> Department or Committee Meetings.</p> <p><i>Additional trainings requested: Student retention related to online learning and mental health, reopening campus, budget training, and best practices as they relate to equity.</i></p> | <p>Action Item: PDC will follow-up on the \$50.00 stipends for the student panelists.</p> <p>Action Item: Frances Moy will follow-up with Dean Webb to request her participation in the equity training.</p> <p>Action Item: Maria Suarez will follow-up with District to confirm presenter for the budget training.</p> |
| <p>V. New Business / Old Business</p> | <p><b>Accreditation Committee – Request for PD Training</b><br/> <i>Accreditation Committee submitted a proposal requesting \$1,600.00 to offer PD trainings for the fall. The topics would include: Effective Meeting Management, Freedom of Info Act, Agenda, Minutes, and Robert’s Rules. The request was voted on and approved unanimously by PDC.</i></p> <p><b>Certificates for Instructors and Participants</b><br/> <i>The electronic template is ready. Maria Spencer requested names. It was recommended that the agendas posted on the PDC website be reviewed for instructor/facilitator names. Also, Maria Suarez recommended that a survey be created to capture participant names. The survey would request participant names and workshops attended.</i></p> <p><b>PDC Budget</b><br/> <i>Rollover money was recovered from the District. Part of funds will be used for summer trainings. Training requests needed by May 13<sup>th</sup>.</i></p>  | <p>Action Item: Maria Spencer will create a survey to capture the names of participants for the certificates.</p>  |
| <p>VI. Announcements</p>              | <p><i>Participatory governance survey e-mailed by Nathan Pellegrin. A reminder to complete the survey.</i></p> <p><i>Next Meeting scheduled for May 6<sup>th</sup> at 9:00 am. We will be using the same Zoom link.</i></p>  |  |
| <p>VII. Adjournment</p>               | <p>Meeting adjourned at 10:01 am</p>   |  |