

**Meeting Minutes**  
**May 6, 2021**  
**9:00 am – 10:30 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		Denise Woodward
	Lilia Chavez		Soledad Leung
x	Jason Holloway		
<b>NON-VOTING – List full name below</b>			

Guests: Joe Zermeno, Cheryl Eccles, Inger Stark, Stefanie Harding, Nathan Pellegrin.

<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 – Frances Moy / Jose A. Salceda
III. Approval of Minutes	Meeting minutes were approved with corrections. Soledad Leung's name was corrected. Row with Guests was added.	M/S/P – Frances Moy / Jason Holloway
IV. Action Items / Presentations / Standing Items	<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. Introduction of New Community Members. Remarks by Constituencies.</p> <p><b>9:00-9:50 am</b> Student Success, CARE Team and Equity – Dean Webb and VPI Richardson.</p> <p><b>10:00-10:50 am</b> Improving Processes of Admissions and Records – Dr. Chavez, Dean Thornton, and Susana De La Torre.</p> <p><b>11:10-12:00 pm</b> Guided Pathways: Updates – Feather Ives and Jason Holloway.</p> <p><b>12:00-1:00 pm</b> Lunch.</p> <p><b>1:00-1:50 pm</b> Career Center and Transfer Updates – Sara Alturk and Angela Khoo.</p> <p><b>1:00-1:50 pm</b> Educational Master Plan (EMP) – Nathan Pellegrin</p> <p><b>1:00-1:50 pm</b> New Faculty Orientation and Faculty Handbook – Tom Renbarger.</p> <p><b>2:00-2:50 pm</b> Program Review Training, Data Management, and Budget Training– Nathan Pellegrin and Lilian Pires.</p> <p><b>2:00-2:50 pm</b> Student Accessibility Services (SAS): How to Set Up Remote Testing Proctoring and Making Canvas Accessible Workshop – Mitra Mofidi and Veronica Castro.</p> <p><b>2:00-2:50 pm</b> Microsoft Meetings Training: An Alternative to Zoom - Inger Stark.</p>	<p>Action Item: Maria Suarez and Frances Moy will follow-up to confirm Constituencies.</p> <p>Action Item: Feather Ives will present at the next PDC meeting. She will provide an overview of her Fall Flex workshop.</p> <p>Action Item: Maria Suarez and Frances Moy will confirm Tom Renbarger for the New Faculty Orientation.</p>

	<p><b>3:00-4:50 pm</b> Classified Training – Improving Communication and Work Flow – Topic and presenter will need to be confirmed.</p> <p><b>3:00-3:50 pm</b> Division Meetings.  Division 1 Dean Foster (1.5 hours).  Division 2 Dean Holloway.  Division 3 Dean Amboy.</p> <p><b>4:00-5:00 pm</b> Department or Committee Meetings – To the discretion of the Department Chairs or committees. Division 1 will start department meeting at 4:30 pm.</p>	<p>Action Item: Maria Spencer will follow-up with Classified Senate to narrow the topic and confirm the presenter.</p>
V. New Business / Old Business	<p><b>Fund Requests for Summer Trainings</b>  -E-mail went out to all faculty with detailed information related to summer trainings and the process for requesting funds.</p> <p><b>Bookkeeper for Next Year</b>  PDC will need a bookkeeper starting next fall. Stefanie Harding recommended that PDC reach out to Classified Senate for recommendations.</p> <p><b>Stipend for Students</b>  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. Maria Spencer will be providing a student list.</p> <p><b>Certificates for Instructors and Participants</b>  The electronic template is ready. Maria Spencer is working on finalizing the names for the certificates.</p>	<p>Action Item: Maria Spencer will reach out to Jamila Saleh and inform her about the bookkeeper position.</p> <p>Action Item: Maria Spencer will be providing a student list for the stipends.</p>
VI. Announcements	<p>Next Meeting scheduled for May 20<sup>th</sup> at 9:00 am. We will be using the same Zoom link. It will be the last meeting of the semester. PDC will not be meeting over the summer.</p> <p>Planning Summit is scheduled for Friday, May 7<sup>th</sup>.</p>	
VII. Adjournment	<p>Meeting adjourned at 9:58 am</p>	