

**Meeting Minutes****November 18, 2021****8:30am – 9:30am****Regular Meeting****Zoom ID: <https://cccconfer.zoom.us/j/99180358135>****MEMBERS:**

| <b>VOTING –</b>     |  |   |  |
|---------------------|--|---|--|
| X                   | Frances Moy (Chair Merritt PDC, SAS Coordinator)                                     | X | Doris Hankins (Director of Student Activities and Campus Life) |
| X                   | Reeshemah Thornton (Dean of Enrollment Services)                                     | X | Maria Spencer (Student Personal Services Specialist)           |
| X                   | Jason Holloway (Division II Dean)  | X | Denise Woodward (Division I Staff Assistant)                   |
| X                   | John Rodriguez (Recording Secretary, Biology Faculty, Guided Pathways Pillar 4 Lead) |   |  |
| X                   | Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)                     |   |  |
| <b>NON-VOTING –</b> |  |   |  |
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|                     |  |   |  |

**GUESTS:** Henry Mai, Jamila Saleh

| <b>AGENDA ITEM</b>                 | <b>DISCUSSION</b>   | <b>FOLLOW-UP ACTION</b>   |
|------------------------------------|---|---|
| I. Call to Order                   | <ul style="list-style-type: none"> <li>Meeting called to order at 8:33am.</li> <li>Quorum established.</li> </ul>   |   |
| II. Adoption of Agenda             | John Rodriguez moved to adopt the agenda with correction of adding the approval of Oct 21 <sup>st</sup> meeting minutes. Seconded. Passed unanimously.  |   |
| III. Approval of Minutes           | <ul style="list-style-type: none"> <li>Maria Spencer moved to adopt the Oct 21<sup>st</sup> meeting minutes. Seconded. Passed unanimously.</li> <li>Denise Woodward moved to adopt the Nov. 4<sup>th</sup> meeting minutes. Seconded. Passed unanimously.</li> </ul>  |   |
| IV. Action Items/<br>Presentations | <p><b>Approval of up to \$1000 for PDC Conference and Travel</b></p> <ul style="list-style-type: none"> <li>Maria Spencer moved to approve up to \$1000 in funds for PDC conference and travel for faculty. Seconded. Passed unanimously.</li> </ul>  |   |
| V. Standing Items                  | <p><b>Review Flex Day Feedback</b></p> <ul style="list-style-type: none"> <li>Reviewed comments on excel sheet</li> </ul> <p><b>Planning January 21 Flex Day</b></p> <ul style="list-style-type: none"> <li>Doris Hankins volunteered to moderate a panel of faculty and staff that have worked on campus on Flex Day. Would be a morning session.</li> <li>Design a Flex Day presentation where Sarah, Jason Holloway, and John Rodriguez discuss experiences with column advancement/career development. Can discuss the process, difficulty, pros and cons, questions we had about it, etc.</li> </ul> | <p>Reach out to Grace, Girth and/or Tara from facilities, Nathan Peabody (bioscience), Brian Rowning (biology), Feather Ives (histology), Theresa, Molly (horticulture), and Mia Hill to be on the Flex Day panel of people who've worked on campus.</p> <p>Consider possible questions for this panel.</p> |

*The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes and values needed to succeed and participate responsibly in a democratic society and a global economy.*

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|---------------------|---|--|
|                     | <ul style="list-style-type: none"> <li>• Doris Hankins informed the PDC that she submitted a proposal for a LGBTQ+ social justice and equity workshop.</li> <li>• Idea for a workshop for faculty to learn to better organize their syllabi and place their syllabi on Canvas, since there have been issues with this and it is the start of the semester. Perhaps include the updated syllabus template from 2021.</li> <li>• Division meetings to be included in Flex Day.</li> </ul> | Reach out to Tom for syllabus/Canvas workshop. |
| VI. New Business    | <b>2022-2023 Sabbatical Process</b> <ul style="list-style-type: none"> <li>• Tabled until next meeting</li> </ul>   |  |
| VII. Old Business   | None  |  |
| VIII. Announcements | <ul style="list-style-type: none"> <li>• Next PDC meeting will be December 2<sup>nd</sup> at 8:30am.</li> <li>• At the next meeting, we will be drafting the January Flex Day Agenda [agenda items list]</li> </ul>   |  |
| IX. Adjournment     | <ul style="list-style-type: none"> <li>• Meeting adjourned at 9:30am.</li> <li>• Minutes submitted by John Rodriguez.</li> </ul>  |  |