

Meeting Minutes**April 7, 2021****8:30am – 9:30am****Regular Meeting****Zoom ID: <https://cccconfer.zoom.us/j/99180358135>****MEMBERS:**

VOTING –			
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)		Maria Spencer (Student Personal Services Specialist)
	Jason Holloway (Division II Dean)		Denise Woodward (Division I Staff Assistant)
	John Rodriguez (Recording Secretary, Biology Faculty, Guided Pathways Pillar 4 Lead)		
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)		
NON-VOTING –			

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 8:36am. Quorum established. 	
II. Adoption of Agenda	Sun Young Ban moved to adopt the agenda. Seconded. Passed unanimously.	
III. Approval of Minutes	<p>Doris Hankins moved to adopt the March 3rd meeting minutes with the addition of our decision to require forms to contain all signatures before being voted on. Seconded. Passed unanimously.</p> <p>Doris Hankins moved to adopt the March 17th meeting minutes. Seconded. Passed unanimously.</p>	
IV. Action Items/ Presentations	None	
V. Standing Items	<p>Planning August 19 2022 Flex Day</p> <ul style="list-style-type: none"> Perhaps a training for the variety of programs available to employees, such as Outlook email, Adobe Sign, Timesheets, Microsoft Teams, etc. Maybe trainings on what is available from different areas of Student Services (categoricals, the Welcome Center, outreach, and basic needs). Dual enrollment as a possible training too if Division and Department meetings will occur. In anticipation of Flex being possibly in person, we will need to consider food for attendees, and 	Reeshemah Thornton will ask at her next administrative meeting about whether Flex Day in August should be in person or remote. Related to this, Frances Moy mentioned that for unvaccinated employees we would need to plan to offer a remote alternative to Flex Day as well.

	<p>making sure the classrooms have abilities for remote attendees.</p>	<p>Perhaps survey staff and faculty to figure out which 3-5 topics people are most interested in gaining training for. Then reach out to the Peralta Community College District offices to see who can offer to host trainings for the top picks.</p> <p>Frances Moy will reach out to Dean Richardson about leading a workshop on something related to accreditation.</p> <p>Frances Moy will reach out to Feather Ives about hosting a workshop around the Peralta Equity Rubric.</p>
VI. New Business	<p>Request for Funding for Conferences</p> <ul style="list-style-type: none"> Taslina Rehman is requesting \$769 total for an online teaching conference at the end of June. <p>Flexible Calendar Activity Submission Form to CA Chancellor's Office</p> <ul style="list-style-type: none"> The State Chancellor's Office is invested in knowing how the PDC spends state money. The form is due June 1st. We need to input different workshops done in different categories. This is a task done every year. <p>PDC Faculty and Chair Timeline</p> <ul style="list-style-type: none"> Frances Moy has emailed Tom Renbarger to notify him that we need to find a new faculty member to be PDC Chair. May 1st is when a new faculty appointment would be made. And the Chair election would be May 15th. Frances Moy suggested that we can even invite people potentially interested to join in on a PDC meeting to see how it is. 	<p>The funding request will be placed on the agenda for our next meeting with the dollar amount listed.</p> <p>Frances Moy will fill out the form and submit it, and CC the PDC members.</p> <p>If any of us think a faculty member may be interested in the PDC Chair position, talk to them about it and let Tom Renbarger know if they are interested.</p>
VII. Old Business	None	
VIII. Announcements	<ul style="list-style-type: none"> Next PDC meeting will be April 21st at 8:30am. 	
IX. Adjournment	<ul style="list-style-type: none"> Meeting adjourned at 9:20am. Minutes submitted by John Rodriguez. 	