

**Meeting Minutes****May 5, 2022****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)		Maria Spencer (Student Personal Services Specialist)
X	Jason Holloway (Division II Dean)		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>			

**GUESTS:** Monica Ambalal, 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 8:37am.</li> <li>Quorum established.</li> </ul>	
II. Adoption of Agenda	Reeshemah Thornton moved to adopt the agenda [with correction to addition of Sun Young Ban’s funding request. Seconded. Passed unanimously.	
III. Approval of Minutes	John Rodriguez moved to adopt the meeting minutes with correction by adding “Committee Discussed this Item” to first bullet point in standing items, and adding “See follow-up action” to second bullet point in the standing items section. Seconded. Passed unanimously.	
IV. Action Items/ Presentations	<b>Sun Young Ban Funding Request of \$1000</b> <ul style="list-style-type: none"> <li>John Rodriguez moved to approve Sun Young’s funding request for \$992. Seconded. Passed unanimously.</li> </ul>	Frances Moy will sign the form and send to Jamila for processing.
V. Standing Items	<b>Planning August 19, 2022 Remote Flex Day</b> <ul style="list-style-type: none"> <li>Committee discussed this item</li> </ul>	Frances will check-in with Tom and possibly reaching out to ex-committee chairs/members to discuss how those committees go, to help fill spots.  Frances will try to build out as much of the Flex Day Agenda as possible before

		she officially stops being Chair this month.
VI. New Business	<p><b>Review Current PDC Budget</b></p> <ul style="list-style-type: none"> <li>• Currently \$60,252.71 is remaining in the PDC budget. Faculty stipends will come out from this, so it will drop a bit.</li> <li>• District has taken this money in the past before, but it should stay within our committee and not be removed. Inger Stark has worked hard to try to stop this from happening.</li> </ul> <p><b>PDC Transition</b></p> <ul style="list-style-type: none"> <li>• In Outlook, if you click on “Word” app on the left side, you can find the Remote Flex Day Program draft by Frances Moy.</li> <li>• Forms that have been used for Flex Day feedback (created by Maria Suarez) have been developed in Google Forms.</li> </ul>	
VII. Old Business	None	
VIII. Announcements	<ul style="list-style-type: none"> <li>• Next PDC meeting will be August 11<sup>th</sup>, time TBD.</li> <li>• At the next meeting, we will be discussing making sure August Flex Day is planned out.</li> </ul>	
IX. Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned at 9:39am.</li> <li>• Minutes submitted by John Rodriguez.</li> </ul>	