

Meeting Minutes**October 20, 2022****9:00am – 10:00am****Regular Meeting****Zoom ID: <https://us06web.zoom.us/j/85415342861>****MEMBERS:**

VOTING –			
X	John Rodriguez (Chair, Biology Faculty, Guided Pathways Pillar 4 Lead)		Chriss Foster (Dean of Liberal Arts & Social Sciences)
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)		Marie Amboy (Dean of Allied Health and Public Safety)
X	Margarita Baez (Counseling Faculty)	X	Margie Rubio (NextUp Program Manager)
X	Doris Hankins (Director of Student Activities and Campus Life)		Marisol Roque-Chaves (Admissions and Records Specialist)
			Nancy Moreno (Division III Staff Assistant)
NON-VOTING –			
X	Jamila Saleh (Bookkeeper)		

GUESTS: Inger Stark

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 9:30am. Quorum established. 	
II. Adoption of Agenda	Doris Hankins moved to adopt the agenda. Seconded. Passed unanimously (5 in favor).	
III. Approval of Minutes	<p>Doris Hankins moved to adopt the Sept 15th meeting minutes. Seconded. Passed (4 in favor, 1 abstention)</p> <p>Doris Hankins moved to adopt the Oct 6th meeting minutes. Seconded. Passed (4 in favor, 1 abstention)</p>	
IV. Action Items/ Presentations	None	
V. Standing Items	<p>Debrief from Fall Midsemester Flex Day (October 19th, 2022)</p> <ul style="list-style-type: none"> Perhaps have an icebreaker of sorts at start of Flex Day before any meetings occur. Fresh and Natural for breakfast. Panera for lunch. <p>Planning and Organizing Spring Flex Day Schedule (in person) (January 20th, 2023)</p> <ul style="list-style-type: none"> Holding an extra meeting and having a concrete “checklist” will help to organize for Spring Flex Day, as there are more logistics to work out for in-person than online Flex. Plan for some meetings to be held as HyFlex (simultaneously in person and online). Will need to 	

	<p>reach out to someone that is able to help manage the technological side of this.</p> <ul style="list-style-type: none"> • When reserving classrooms for Flex Day, give speakers/presenters larger rooms (just in case) to mitigate the logistical issue of people requesting room changes. 	
VI. Old Business	<p>Delinquent payment to Bird and Bee Education</p> <ul style="list-style-type: none"> • Jamila Saleh followed up on this and it is being routed back through again. She just emailed Denise to see if she can make sure to approve it. <p>Identifying and elect a Secretary/Note-taker</p> <ul style="list-style-type: none"> • Jamila Saleh moved to nominate Margarita Baez as the PDC notetaker for academic year 2022-2023 (Fall 2022 and Spring 2023), but quorum was lost so the vote will take place during the next meeting. 	
VII. New Business	None	
VIII. Announcements	<ul style="list-style-type: none"> • Next PDC meeting will be November 3rd at 9:00am. • At the next meeting, we will be discussing Sabbaticals and Flex Day planning 	
IX. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:03am. • Minutes submitted by John Rodriguez. 	