

**Meeting Minutes****September 1, 2022****8:30am – 9:30am****Regular Meeting****Zoom ID: <https://us06web.zoom.us/j/85415342861>****MEMBERS:**

<b>VOTING –</b>			
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)	X	Marisol Roque-Chaves (Admissions and Records Specialist)
X	John Rodriguez (Biology Faculty, Guided Pathways Pillar 4 Lead)	X	Nancy Moreno (Division III Staff Assistant)
X	Jason Holloway (Division II Dean)		
X	Doris Hankins (Director of Student Activities and Campus Life)		
X	Margie Rubio (NextUp Program Manager)		
<b>NON-VOTING –</b>			

**GUESTS:** Bianca Parazo

<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 9:00am.</li> <li>Quorum established.</li> </ul>	
II. Adoption of Agenda	Doris Hankins moved to adopt the agenda as corrected. Seconded. Passed with the majority voting for the affirmative.	
III. Approval of Minutes	Jason Holloway moved to adopt the meeting minutes with corrections to first bullet point in New Business (adding a dollar sign and editing grammar). Seconded. Passed with the majority voting for the affirmative.	
IV. Action Items/ Presentations	<p><b>Confirm PDC Membership for the Academic Year 2022-2023</b></p> <ul style="list-style-type: none"> <li>It was discussed that the following individuals were likely no longer members: Frances Moy (term ended), Reeshemah Thornton (on leave), Denise Woodward (term ended), Maria Spencer (term ended)</li> <li>Doris Hankins mentioned that the reappointments for Classified Staff are done every year.</li> <li>Doris Hankins mentioned that President Johnson said that the Interim Dean of Enrollment Services will serve on PDC. The internal search to hire this Interim Dean closed yesterday. That individual will replace Reeshemah Thornton's voting spot.</li> </ul>	<ul style="list-style-type: none"> <li>Nancy Moreno could help John Rodriguez learn how to make Outlook calendar events.</li> <li>John Rodriguez will look at old meeting minutes for what the stipends used to be.</li> <li>John R. will reach out to Thomas Renbarger to inform him of the faculty vacancy on the PDC and to help us find a someone fill that spot.</li> </ul>

	<ul style="list-style-type: none"> <li>• Margie Rubio has previous experience as a bookkeeper on the PDC, which included managing the budget, aligning stipends, handling funding requests for travel forms, etc.</li> </ul> <p><b>Determine Release Time for Chair Position for the Academic Year 2022-2023</b></p> <ul style="list-style-type: none"> <li>• Merritt College’s maximum release time for a Chair is 0.3 according to the PFT Contract. Also, the contract stipulates that the release time is decided on before electing a Chair.</li> <li>• Jason Holloway mentioned that there were issues in the past with release time and so previous Chairs have asked for stipends instead. Also that the benefit of doing a stipend is beneficial because it is easily understandable no matter who it’s for, whereas release time is highly variable. He also mentioned that if there were co-chairs, that the release time would be split evenly for both individuals.</li> <li>• Jason Holloway mentioned that Department Chairs that handle big departments with lots of coordination, such as the Biology Department, get a release time of about 0.3.</li> <li>• Doris Hankins looked at some meeting minutes from Maria Suarez (May 28, 2020) and saw that release time was 0.3 (possibly for Co-chairing but still unclear), and the stipend for the note-taker was \$600.</li> <li>• John Rodriguez moved that the release time for the Chair position during academic year 2022-2023 be 0.25. Seconded. Motion failed with majority opposed (needing more information).</li> <li>• John Rodriguez moved to postpone all items under Action Items, except the first and last bullet points, to our next meeting. Seconded. Passed with the majority voting for the affirmative.</li> </ul> <p><b>Re-examine Meeting Time for This Semester</b></p> <ul style="list-style-type: none"> <li>• Doris Hankins moved to make our meeting times on the first and third Thursdays of the month from 9:00am – 10:00am. Seconded. Passed with the majority voting for the affirmative.</li> <li>• Jason Holloway moved to adjourn the meeting. Seconded. Passed unanimously.</li> </ul>	<ul style="list-style-type: none"> <li>• John Rodriguez will plan a special/emergency meeting to help us organize for mid-semester Flex since we couldn’t get to it today.</li> </ul>
V. Standing Items		
VI. Old Business		
VII. New Business		

VIII. Announcements	<ul style="list-style-type: none"> <li>• Next regular PDC meeting will be [November 18<sup>th</sup>] at X:XXam. A special emergency meeting may be held beforehand to organize for mid-semester Flex.</li> <li>• At the next meeting, we will be discussing release time for the Chair position, stipends for a bookkeeper and secretary, and electing a bookkeeper and secretary.</li> </ul>	
IX. Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned at 9:54am.</li> <li>• Minutes submitted by John Rodriguez.</li> </ul>	