

**Meeting Minutes****September 15, 2022****9:00am – 10:00am****Regular Meeting****Zoom ID: <https://us06web.zoom.us/j/85415342861>****MEMBERS:**

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

**GUESTS:** Inger Stark, Tauheeda Anderson, 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 9:04am.</li> <li>Quorum established.</li> </ul>	
II. Adoption of Agenda	Jason Holloway moved to adopt the agenda. Seconded. Passed unanimously (6 in favor, 0 opposed).	
III. Approval of Minutes	Doris Hankins moved to adopt the meeting minutes. Seconded. Passed unanimously (6 in favor, 0 opposed).	
IV. Action Items/ Presentations	<p><b>Determine release time and extra service pay for Chair position for the academic year 2022-2023</b></p> <ul style="list-style-type: none"> <li>Inger Stark mentioned that Fund 58 is not a restricted fund, so a Chair can decide whether to bank the release time or to take it as check (called extra service pay “load”). Decision to bank or receive a check is decided by the individual outside of the PDC meeting.</li> <li>Jason Holloway moved to make the release time for the PDC Chair position for the academic year 2022-2023 to be 0.30 release time extra service load (to be paid as an extra service check or to be banked). Seconded. Passed with the majority voting for the affirmative.</li> </ul> <p><b>Identify and elect a Chair for the academic year 2022-2023</b></p>	

- Doris Hankins moved for John Rodriguez to serve as the PDC Chair for 2022-2023. Seconded. Passed unanimously (6 in favor, 0 opposed).
- Determine stipend/overtime for Note-taker and Bookkeeper positions**
- With new travel authorization systems in place, are staff and faculty members who want to travel going to be responsible for their own travel authorizations? Inger said yes, but faculty will likely need more support than staff in filling out the new eforms because they don't know the budget lingo.
  - Inger will help every person who needs help this Fall with travel authorizations. If she is gone for a week she will delegate that task to a classified staff member, but otherwise take care of it herself.
  - Initiating the travel form is easy, but it is the reconciliation piece (getting the proper receipts) which is done by Classified
  - Faculty have 10 hours to be on committees, so it shouldn't be expected to be paid. But if they are paid, then it would be via stipend (not overtime).
  - The bookkeeper and secretary could be the same person.
  - Jason Holloway moved that for Classified Staff, the overtime for the note-taker and bookkeeper positions are not to exceed \$2000 for each position for the academic year 2022-2023. Seconded. Passed unanimously (6 in favor, 0 opposed).
- Identify and elect a Note-taker and Bookkeeper**
- Jamila Saleh is interested. However, she would not want to be delegated the task to take care of everyone's travel requests. Workshops to spread the word on how others can do it themselves will be very important. Inger will help everyone complete travel authorizations and send out trainings in her Staff Development newsletter.
  - Nancy Moreno moved to elect Margie Rubio as the PDC note-taker for academic year 2022-2023. Seconded. Passed with 5 in favor, 0 opposed, 1 abstention.
  - Jason Holloway moved to elect Jamila Saleh as the PDC bookkeeper for academic year 2022-2023. Seconded. Passed unanimously (6 in favor, 0 opposed).
- Determine one recipient of a \$20 gift card for providing Flex Day Feedback via raffle**
- Silvia Hernandez was selected randomly to win the \$20 gift card.
  - Jason Holloway mentioned that the administrators historically have donated. Doris Hankins said she could split the cost with Jason. They both agreed to chip in \$10 for the gift card.

V. Standing Items	<p><b>Delays/issues with District approval of travel funds</b></p> <ul style="list-style-type: none"> <li>• There was a confusing transition period regarding the travel fund process. However, Jamila has figured out how to reimburse Jon Drinnon, Taslima Rehman, and Sun Young Ban.</li> <li>• The budget transfer was approved yesterday, so things are moving forward and reimbursement should occur within the next two weeks.</li> </ul> <p><b>PDC Budget Update</b></p> <ul style="list-style-type: none"> <li>• Merritt PDC received \$29,256 in new funds this year, and in total has \$89,508 in funds.</li> </ul>	Sun Young Ban should send an email to Jamila Saleh and Inger Stark to confirm the point in the process they are at, and do an online authorization with old paperwork.
VI. Old Business	<p><b>None</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
VII. New Business	<p><b>None</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
VIII. Announcements	<ul style="list-style-type: none"> <li>• September 22<sup>nd</sup> at 9:00am we will have an emergency meeting to plan Fall midsemester Flex Day.</li> <li>• Next PDC meeting will be October 6<sup>th</sup> at 9:00am.</li> </ul>	
IX. Adjournment	<ul style="list-style-type: none"> <li>• Meeting adjourned at 10:07am.</li> <li>• Minutes submitted by John Rodriguez.</li> </ul>	