

Meeting Minutes**March 16, 2023****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)	X	Chriss Foster (Dean of Liberal Arts & Social Sciences)
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)	X	Nghiêm Thái (Interim Dean of Allied Health & Public Safety)
	Margarita Baez (Notetaker, Counseling Faculty)		Margie Rubio (NextUp Program Manager)
X	Doris Hankins (Director of Student Activities and Campus Life)		Marisol Roque-Chaves (Admissions and Records Specialist)
		X	Nancy Moreno (Division III Staff Assistant)
NON-VOTING –			
	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 9:04am. Quorum established. 	
II. Adoption of Agenda	Motion to adopt agenda skipped for safety reasons (two members were driving)	
III. Approval of Minutes	<p>Nghiêm Thai moved to approve the Feb. 2nd meeting minutes as distributed. Seconded. Passed with 4 in favor, and 2 abstentions.</p> <p>Sun Young Ban moved to approve the March 2nd meeting minutes as distributed. Seconded. Passed with 5 in favor, and 1 abstention.</p>	
IV. Action Items/ Presentations	<p>Spring Midsemester Flex Day Debriefing and Feedback</p> <ul style="list-style-type: none"> Discussions were had regarding low faculty and high staff turn-out relative to what is typical. 46% of attendees were faculty and 41% were staff. Considerations included bad weather making faculty stay home instead of coming to campus, whereas staff were already expected to be on campus and were available due to few students on campus, and administrators being supportive of allowing classified staff to step away from their assignments that day. <p>Planning and organizing Fall Flex Day (August 18th, 2023) and Fall Midsemester Flex Day (October 18th, 2023)</p>	

	<ul style="list-style-type: none"> • John Rodriguez suggested to plan for both Flex Days at once (plan more in advance) to be able to delegate tasks more easily. • Can reach out to previous PDC Chairs to see who has had a travel request approval from long ago who may not have done a workshop yet for the workshop they were paid to attend. • Reach out to the other PCCD Colleges for workshop ideas. • Each Committee member can find 1-2 ideas for workshops 	
V. Standing Items	None	
VI. Old Business	None	
VII. New Business	None	
VIII. Announcements	<ul style="list-style-type: none"> • Next PDC meeting will be April 6th at 9:00am. 	
IX. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:02am. • Minutes submitted by John Rodriguez. 	