

Meeting Minutes**May 18, 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)
X	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)
			Nancy Moreno (Division III Staff Assistant)
NON-VOTING –			
	Jamila Saleh (Bookkeeper)		

GUESTS:

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 9:14am. Quorum established. 	
II. Adoption of Agenda	Doris Hankins moved to adopt the agenda. Seconded. Passed unanimously.	
III. Approval of Minutes	No meeting minutes from April 20 th were completed yet, so they could not be approved. The committee informally approved the meeting minutes from May 4 th as there was not quorum met that day and no official business was conducted.	
IV. Action Items/ Presentations	<p>Allocate up to \$2200 for Breakfast for Fall Flex Day (August 18th, 2023).</p> <ul style="list-style-type: none"> Nghiêm Thái brought up that we should support our in-house breakfast catering Fresh N Natural. In the past, breakfasts were above \$3,000, which is a price too high for the PDC to continue paying. Solutions include cutting the servings and having it be more “first come first serve.” Sun Young suggested to see if we could negotiate a lower price while having the same amount of servings. Dr. Foster suggested we could use other breakfast catering quotes from places like L’acajou to negotiate a better price with Fresh and Natural. 	

- John suggested that we could bring salt and spices to make the breakfast more tasty for some people who may find the breakfast bland.
- John will reach out to Fresh and Natural to see if they could reduce their costs for breakfast, or if
- John will taste the food at L’acajou to see if it’s of good quality.
- Doris Hankins moved to allocate up to \$2200 for breakfast from L’acajou Bakery for Fall Flex Day.
 - Subsidiary Motion: Margarita moved to amend the motion to “allocate up to \$2200 for breakfast for Fall Flex Day.”
 Seconded. Passed unanimously.

Determine release time for Chair position for the academic year 2023-2024.

- John Rodriguez showed a document to help evaluate how much money each release time represents (e.g., 0.30 release time would be equivalent to \$X dollars). Nghiem Thai mentioned that the math was off because it should be based off of 30 hours a week non-instructional hours, not the 15 hours a week instructional hours, when calculating pay. John will reach out to Jane Fong, and VPI Richardson for further clarification.
- Nghiem Thai moved to set the release time as 0.30 for the academic year 2023-2024. Seconded. Passed unanimously.

Identify and Elect a Chair for the academic year 2023-2024.

- As there were no other interested candidates, Nghiem Thai moved to set the release time as 0.30 for the academic year 2023-2024 by acclamation. No opposition. Passed unanimously.

Allocate up to \$1000 for hiring Ronit Matabuena-Lev for one of the Fall Flex Days (August 18th, 2023 or October 18th, 2023)

- Doris discussed the importance of considering the intersectionality of all our students, so Ronit may cater their presentation to supporting our LGBTQIA+ students throughout the semester.
- As an additional supporting mechanism, Dean Foster suggested including LGBTQIA+ statements in the syllabus template. And to make it a point in division meetings.
- Nghiem Thai mentioned that there may be funds available via state initiative for hiring Ronit to do this activity for Flex Day. Doris Hankins mentioned we have a little over \$50,000 in the state initiative (needs to be spent by end of Fall semester). For this reason, a motion was not

	made as we can fund Ronit through other avenues.	
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 September 7th at 9:00am. 	
IX. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 10:04am. • Minutes submitted by John Rodriguez. 	