PDAC AGENDA FOR

April 27th, 2023

**Members & Public:** Pittsburg - Library L-215 / Brentwood Conference room 125

**Public:** <https://4cd.zoom.us/j/81304789105>

**Meeting:** 2:00PM – 3:00PM

**In Attendance: *Classified*** *- Courtney Diputado, Robert Delgado, Jim Kolthoff /* ***Faculty*** *- Erlinda Jones, Jill Buettner, Vacant /* ***Managers*** *- Rosa Armendariz, Natalie Hannum, Jeffrey Benford /* ***Students*** *- Jacob Boyle*

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome
2. Announcements (Public)
 | Erlinda/Robert | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. Review and Approval of Agenda
	* *Erlinda Jones motions to approve, Jeffrey Benford seconds, all in favor.*
2. Review and Approval of Minutes 03/23/2023
	* *Rosa Armendariz motions to approve, Courtney Diputado seconds, all in favor.*
 | Erlinda J/Robert Erlinda J/Robert | 10 | Action |
| **Business** |
| 1. Review Committee Membership (fill vacancies)
	* *Committed members for 23/24*
		+ *Jacob Boyle (LMCAS Rep)*
		+ *Jill Buettner (Faculty)*
		+ *Courtney Diputado (Classified)*
		+ *Jeffrey Benford (Manager)*
		+ *Erlinda Jones (Faculty)*
		+ *Jim Kolthoff (Classified)*
		+ *Rosa Armendariz (Manager)*
	* *Pending*
		+ *Robert Delgado (Classified)*
	* *Needs to fill*
		+ *Manager x1*
		+ *Faculty x1*
2. Review of Conferences and Summits
	* *APAHE attendees: Three (3) employees and one (1) student attended.*
		+ *Abbigail Duldulao, Girlie Sison, Melissa Pon and Paulette Imperial.*

*Review of upcoming conferences:* * + - *Question: PDAC budget status? To bring back at next meeting.*
	+ *NASAI – Opting out until next year.*
	+ *Online Teaching Conference –*
		- * *Janith Norman is approved for travel, lodging and pre-conference workshop*
			* *Julie Lucca pending – action to reach out to Nicole Trager for rationale*
			* *Sara Toruno-Conley*
			* *Randi Osburn*
			* *Christina Goff*
			* *Courtney Diputado*
			* *Erlinda Jones*
			* *Scott Hubbard*
		- *Next steps,*
			* *Step 1.) send note to Deans to receive general support for employee to attend*
			* *Step 2.) Send wufoo form to approved by managers attendees to submit leave requests.*
	+ *Great Deans Program*
		- *Rosa will send email to Deans*
	+ *InstructureCon*
		- *Who should attend? More faculty, maybe someone from student services*
		- *Possible participants – Nicole Almassey? Someone working with Canvas in outreach.*
		- *Courtney Diputado is attending - review PDAC budget to see if we can cover expenses.*
	+ *California Great Teachers Seminar*
		- *Review PDAC budget and consider sending two (2) people to attend.*
	+ *Fall 2023 Conferences*
		- *RP Group - Strengthening Student Success Connect with SEM and identify a group to attend.*
		- *HACU – Identify a group that can possibly work on HSI grant.*
		- *Review policy with business office about local conferences and hotel stays.*
1. Technology PD Needs
	* *Connecting with Bethann about Professional Development activities for Classified Professionals – Robert will connect with Bethann.*
	* *Creating playlist in GROW*
 | Erlinda J/Robert All | 35 | Information/Action |
| 1. Upcoming and Conference Funding Recommendations
	* Review Funding Proposals
		+ *Girlie Sison – Does PDAC have funds for the CA Great Teachers Seminar?*
		+ *If budget supports, Jill Buettner motions to approve, Erlinda Jones seconds, all in favor.*
2. PDAC Mini-Grants for Review
	* *Julie Hubbard – Chemical Hygiene Office training.*
		+ *Should department funds be used for this mandatory training? Inquire with Nicole Trager about paying for this training.*
	* *Benaz Mendewala – Mustang Adventures from nexus co-hort.*
		+ *Event Schedules for May 2nd, 2023.*
		+ *Natalie Hannum makes motion for approval, Jill Buettner seconds, all in favor.*
 | Robert D Robert D | 5 |  |
| **Updates** |
| 1. *Staff Reports*
	* *Pedagogy Conference*
		+ *Jill Buettner and Briana McCarthy spoke about Pedagogy Innovation Project (PIP) and how it got started. PIP members shared their experience and the tools they have been using in their classrooms.*
		+ *DWPD meeting – Summer workgroup to help develop an equity Canvas course for employees. More details to share at the next meeting.*
2. *Meeting Adjournment*
	* *Rosa makes motion to adjourn meeting, Jim Kolthoff seconds, all in favor.*
 |  | 5 | Information |
| **Future Meeting Topics: May 11, 2023** |  |  |  |