**PDAC MINUTES FOR**   
**October 26th, 2023**

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

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

**Meeting:** 2:00PM – 3:00PM

#### **MEMBERS Attended: Classified -** Jim Kolthoff, Courtney Diputado, Robert Delgado, Justin Nogarr/ **Faculty -** Erlinda Jones, Star Steers, Jill Buettner / **Managers -** Rosa Armendariz, Jeffrey Benford,

#### **MEMBERS Absent:** **Managers** – A’Kilah Moore / **Faculty** - / **Classified** – / **Students -** Jacob Boyle

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome 2. Announcements (Public)    1. Rosa – joining 2nd half of meeting.    2. Jill attending via Zoom tele-conferencing (submitted form) | Erlinda/Robert | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. Review and Approval of Agenda    1. *Erlinda moves to approve, Courtney seconds, all in favor.* 2. Review and Approval of Minutes September 28, 2023    1. *Star moves to approve, Jeffrey seconds, all in favor.* | Erlinda J/Robert  Erlinda J/Robert | 10 | Action |
| **New Business** |  |  |  |
| 1. Interview by Steinberg Hart as part of Facilities Master Plan    1. LMC focused process of info/data gathering to understand communities and what can be provided.       1. Robert – interested in dedicated spaces to provide professional development (training center) on campus. Would need technology and conference rooms       2. Jim – pointed out that coordination with IT and district is often heavily involved, but a dedicated PD lab space could help.       3. Faculty / Classified lounge areas for breaks opportunity since cafeteria is not there any longer. Minimum of 10 station lab/training center for LMC employees. Can be thought of as commons/training development center.       4. Star – would like to see some kind of technology standardization among all the classrooms (currently mismatch of smart podiums, projectors, pads/panels, etc.). It is hard to bring new faculty up to speed with so much variance. This may be a part of the technology master plan.       5. Also varied amount of furniture from classroom to classroom makes it challenging for faculty to setup spaces. Steinberg Hart will be doing space utilization analysis.       6. Steinberg Hart looking at what’s needed for the next 5 – 10 years at LMC, so assessing current building conditions, utilities, future growth, roads, parking, wayfinding/branding, renovation vs. replacement       7. Robert – Access to Student Services in college complex needs improvement.       8. Robert – Would like to see more employee access to gym equipment.       9. Courtney – Would like to see college do more with the empty spaces like the empty computer lab in the CORE building. | Erlinda J/Robert | 30 | Information/Action |
| **Business** | | | |
| 1. PDAC Memberships    1. Appointment of Star Louis-Steers is made “official” by Academic Senate approval    2. Have not heard from an LMCAS Rep yet. 2. Review of Conferences and Summits    1. NEXUS and PIP fund – plan to visit early meetings in spring to inform of PDCAC funds.       1. Remind participants to utilize their funding within the appropriate time frame, at completion of the program.    2. Follow up with NCT English Department about attendance.       1. Robert – last year the funding request came after the conference happened and LPG didn’t get a chance to review it, so ended up being a reimbursement       2. Jill – This year there are no requests for funding to go to the conference    3. Brainstorm how to promote PDAC conference funding to campus.       1. Have PD opportunities on Timely to show events on our PD website. The idea is that all our activities, conferences, events will be in this central location.       2. Employees can send potential opportunities to the PD email so that the Office of Equity and Inclusion can create the graphics/info and post the information. 3. Post-conference report process    1. Models for share-out opportunities       1. Create a template of questions that employees take with them to conferences and answer while their attending.       2. Erlinda and Star want there to be tangible things that come from template such as recommendations on speakers and books.       3. Jeffrey has a template with counselors that asks attendees to identify a particular skill or piece of knowledge they can utilize in their area.       4. Rosa – Nothing too long, just that helps reflect on conference and show some accountability. | Erlinda J/Robert  Erlinda/Robert | 30  20 | Information/Action  Information/Action |
| 1. Professional Development on Campus 2. Equity in Action-Classified Professionals Workshop Series kicked off this semester! 3. Robert – Equity in Action November 3rd advertisement, and share-out of Oct. 20th Restorative Practices workshop 4. Classified NEXUS is getting ready to start in Spring. Will be onboarding from Spring 2022 to now. 5. Jill – More Classified staff recently attending PIP has enriched program 6. Upcoming and Conference Funding Recommendations    1. Have not currently received any yet    2. PD Building Microsoft Forms form (e.g. NCORE). Some language editing still to do.    3. Janith – Can have something on form that talks about goals of attendees before going    4. Rosa – Maybe there is a question for people considering presenting at event.    5. Send out NCORE application by December!    6. Collaborate with IDEA committee on review of applications. 7. PDAC Mini-Grants for Review    1. There are none to review | Robert D  Robert D | 5 |  |
| **Updates** | | | |
| 1. Staff Reports    1. No staff reports or concluding items.   *Erlinda makes motion to adjourn meeting, Star seconds, all in favor.*  *Meeting adjourns at 3:36 PM.* |  | 5 | Information |
| **Future Meeting Date: November 30th.** |  |  |  |