**PDAC MINUTES FOR**   
**November 30, 2023**

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

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

**Meeting:** 2:00PM – 3:00PM

#### **MEMBERS: Classified -** Courtney Diputado, Robert Delgado, Jim Kolthoff / **Faculty -** Erlinda Jones, Jill Buettner, Star Steers / **Managers -** Rosa Armendariz, Jeffrey Benford, A’kilah Moore / **Students –** vacant

Absent: Jeffrey Benford, Jim Kolthoff

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome    1. Jill Buettner, Rosa Armendariz, A’kilah Moore joining via Zoom 2. Announcements (Public)    1. Last PDAC Meeting of 2023, Feb.22/March.28/April.25 meetings are set | 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 October/26/2023    1. *Robert moves to approve, Erlinda seconds, all in favor.* | Erlinda J/Robert  Erlinda J/Robert | 10 | Action |
| **Business** | | | |
| 1. Aspen Prize Application Questions    1. Rosa notes that we have already been nominated at one of 150 top colleges, and are now competing in larger prize application with seven institutional development and professional development questions. Diversity and EEO workshops for hiring committees are some of our requirements that help us stand out. Feedback needed right away to put in draft 2. Review of Conferences and Summits    1. Robert sharing update about email invites for NCORE, African Diaspora Education Summit in Ghana, A2MEND. This information has been included in our PD website and tiles show more information when you click on them. You can also get the link to application. This helps curtail constant email questions about conferences. There is a rubric that will be followed to select applicants when reviewing submitted applications.    2. Rosa – PIP was developed by a group of employees that got inspiration from NCORE    3. NCORE – planning to send a team of students and employees. 3. Conference Form Update / Edits    1. Some rewording has happened with applications since they first went out.    2. A conference evaluation form has been created to help people bring back information , reflect on what they learned that is useful at our college and share out. This will help inform PDAC and applicants about nature of conference and whether it is worth revisiting next time. As a committee we can review evaluations (PDAC task list) and even ask attendees to share-out and check in to make it useful. | Erlinda J/Robert  All | 35 | Information/Action |
| 1. Spring-24 FLEX Voting Review    1. 75 total proposals on timeline. Sending completed FLEX schedule next week 2. Focused FLEX Planning and Follow-up    1. Happening January 17th in the Student Union Conference Center speaking on Graphic the novel – featuring the authors as speakers. Graphic is about the influence of trauma on our brain and emotions. Journalism and Library will cosponsor the event and will send out short articles to read in advance and to form a book club. | Robert D  Robert D | 5 |  |
| **Updates** | | | |
| 1. Staff Reports and/or concluding items:   *Erlinda makes motion to adjourn meeting, Robert seconds, all in favor.*  *Meeting adjourns at 3:00 PM.* |  | 5 | Information |
| **Future Meeting Date: 2/22/24** |  |  |  |