**PDAC MINUTES FOR**
**February 22, 2024**

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

**Public:** <https://4cd.zoom.us/j/86726726024>

**Meeting:** 2:00PM – 3:00PM

**MEMBERS Present: Classified -** Justin Nogarr / **Faculty -** Star Steers / **Managers -** Rosa Armendariz, Jeffrey Benford, A’kilah Moore / **Students –** Leeroy Rios
**Guests Present: – Robert Delgado, Julie Lucca**
**MEMBERS Absent: Classified - Courtney Diputado / Faculty - Erlinda Jones, Jill Buettner (on leave) LD Green, Jim Kolthoff**

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome
2. Announcements (Public)
 | Justin/Rosa  | 5 | Information |
| **Consent Agenda**  |  |  |  |
| 1. **Review and Approval of Agenda**
	1. Rosa moves to approve, Jeffrey seconds, all in favor.
2. **Review and Approval of Minutes 11/30/2023**
	1. Star moves to approve, A’kilah seconds, all in favor.**2/22/24 Meeting Summary**

The meeting began with Justin proposing to approve the agenda and minutes. However, the quorum was not met, so they moved on to the Business section. A review of PDAC Spring 2023/24 Charges took place. Recent conferences were discussed before the meeting closed with future meeting date set for March 28th. A discussion on funding initiatives and conference requests was also held, with four conference requests under review. | Justin/RosaJustin/Rosa | 10 | Action |
| **Business** |
| 1. **Review of PDAC Spring 2024 Charges**
	1. The four goals of the PDAC Approved Goals and Objectives from 2023/24 were revisited, along with missions, guidelines and PD Outcomes. No changes were needed.
2. **DE Update / Equity in Action / Nexus and PIP Online Updates**
	1. These DE and PD program updates were tabled for future meetings.
3. **Conference Selection and Attendance Discussion**

A discussion was held about upcoming conferences and the process for selecting attendees.  Robert Delgado provided an update on the conferences that we are sending teams to: * A2MEND (Men of Color) Conference on March 6th and discussed the need to fill one more spot for a student. He also mentioned that they are seeking counselors interested in attending the conference.
* Alliance of Hispanic Serving Institution Educators (AHSIE)
* Asian Pacific Americans in Higher Ed (APAHE) Conference.
* NCORE Conference in Hawaii, where a large team of 13 employees and 5 students from Puente, MESA and APIDA/Kapwa will be attending.
1. **Conference Representation and Funding Guidelines**Robert raised a question about the selection process for representing LMC at conferences, especially when outside funding is involved. He suggested the need for clear guidelines to ensure transparency and fairness. He also highlighted the issue of units with their own funding potentially sending their own teams, which could lead to lack of transparency. Star added her perspective, mentioning that Jennifer Finnigan didn't apply for the team as she had NEXUS funding. A point was raised a point about the importance of respecting local indigenous history during conferences. The group agreed, suggesting a campus-wide discussion on this issue.
2. **Conference and Summits Funding Request Application**

Robert discussed the schedule for the end of the semester and mentioned the upcoming Conference funding Request application. He highlighted the InstructureCon and OTC, conferences that work with Canvas and require larger teams, which will be held in Las Vegas from July 9 to 11. Robert emphasized the importance of early request submissions from different departments and discussed the need for improvements in their system, process, and communication. 1. **Conference Funding Recommendations**

The group reviewed individual funded conference requests.  * Julie Lucca - request to attend International Aquatic Fitness and Physical Therapy Conference. The request was not approved due to lack of connection between the conference and the attendee's work as a lab coordinator. The PD team will follow up with options for classified professional funds (Union based) for continuing education and professional development.
1. **Approved Conference Proposals and Other Recommendations**

The committee members discussed other conference proposals. For Jennifer Finnigan’s NCORE (National Conference on Race & Ethnicity in Higher Education) request, the PD team will follow up to explore utilizing her Nexus funds. She will present on a panel at the conference too.Irma Gregory rescinded her request to Precision Training for Executive and Senior-level Assistants - EA Ignite, as the conference sold out before PDAC was able to review her request. There was a suggestion to review the PDAC timeline to provide more options over breaks when the committee does not meet.Lastly, the committee approved a request to send Marie Arcidiacono- Kaufman to the Western States Communication Association 94th Annual Convention. | Justin/RosaAll | 35 | Information/Action |
| **Updates** |
| 1. No Closing Comments.
 |  | 5 | Information |
| **Future Meeting Date: March 28, 2024** |  |  |  |