**PDAC Minutes for**
**AUGUST 22, 2024 (PDAC Meeting & Retreat)**

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

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

**Meeting:** 1:00PM – 4:00PM

**MEMBERS: Classified -** Courtney Diputado, Justin Nogarr / **Faculty -** Star Steers / **Managers -** Rosa Armendariz / **Students –**
****GUESTS**: Dr. Ralston, Catt Wood**

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome
2. Public Announcements
	1. No public announcements were made.
 | Justin/Rosa  | 5 | Information |
| **Consent Agenda**  |  |  |  |
| 1. Review and Approval of Agenda
	1. The agenda was reviewed. No business was conducted. The group provided updates and discussed retreat items.
2. Review and Approval of Minutes 4/25/2024
	1. The minutes from the previous meeting were reviewed. Must be approved at 9/26 meeting
 | Justin/Rosa | 5 | Action |
| **Business Retreat Items** |
| 1. Upcoming Conference Funding Recommendations (review proposals)
	1. Justin presented updates on funding requests, highlighting proposals from Randy (Child Development) and Zachary Sullivan (Women’s Soccer Coach). The committee agreed to fund Zachary’s proposal as a mini-grant, citing potential benefits to BSSI Athletics program. A recommendation was made to check CTE department funds before allocating additional funds for the Elevate Conference. $1,000 PIP professional development funding was recommended.
2. Initiatives for Fall 2024
	1. Book Club: Discussions focused on potential book titles and structuring the Book Club as part of professional development for Fall 2024. One HSI Book can help kick off Hispanic Heritage Month, another can be fictional, and a one more scholarly book as a third.
	2. A Long Talk:The initiative aims to foster ongoing conversations around social justice and anti-racism on campus. A Long Talk initiative kicks off this week. There are about 30 people registered. The next sessions are on 9/6 and 9/20. The faculty leads are Katie Berryhill, Tony Blakeley and Max Trujillo. They developed this as their Nexus project.
	3. Conference Show and Tell: A new idea to introduce a segment at future meetings where members can share key takeaways from conferences attended.
3. Update of Conferences and Summits
	1. Catt Wood shared positive experiences from the NCORE conference, emphasizing the importance of community building. Through redesignating the college as an HSI institution, further student equity-based conferences can be explored.
	2. Job Links will be hosted at LMC in May.
4. Discuss Opening Day with Dr. Ralston
	1. President Ralston and committee proposed several ideas for improving the opening day event. They suggested that the event could serve as a welcome committee, with ambassadors walking around to greet attendees. They also proposed changing the physical space for spring to encourage more collaboration and professional development, and possibly bringing speakers to campus to share their experiences and to showcase conferences attended by faculty and staff. The committee also proposed a possible theme of "lifelong learning" for the upcoming year. The team agreed to further discuss these ideas in future meetings.
5. Planning and goal setting for 2024-25
	1. Discuss article:Committee proposed strategies for faculty engagement, such as faculty sponsorship of student groups and encouraging faculty attendance at student events, emphasizing planning for the year ahead with specific goals around fostering belonging and engagement.
	2. Review PDAC Goals & Identify focus:Discussion centered on improving employee skills in technology and learning management systems (i.e. eLumen, Grow, Canvas), with plans for workshops and accountability for professional development hours. Zoom training was a potential technology item for Goal #3. Dr. Ralston suggests departments can also put in RAP to help fund technology goals.
	3. Collaboration with IDEA and EEOC:Tabled for future meetings
 | Justin/Rosa | 15 | LPG discussion about accountability measures for flex hours and professional development funds.Given that these two requests came in during the summer before PDAC convened, the manager recommended approval of these two requests, recommending Randy request support from CTE.PDAC to discuss potential book club topics and formats.PDAC to explore bringing guest speakers from popular conferences to campus for professional development events.PDAC to create a subcommittee for planning the Spring opening day event. PDAC to follow up with HR regarding manager onboarding. |
| **Updates** |
| 1. Closing and Next Steps
	1. PDAC to create a subcommittee for planning the Spring opening day event.
	2. Reach out to HR about collaborating on manager onboarding.
	3. PDAC to update and continue focus on Goal 3 (technology training) for the upcoming year.
	4. Further dialog with LPG and Office of Instruction about faculty flex hour accountability and tracking system.
	5. PDAC to develop a plan for offering and tracking technology training workshops.
	6. PDAC to create a list of flex-eligible activities that faculty may not be considering.
	7. Explore bringing speakers to campus for Opening Day.
	8. PDAC to review and update professional development goals and objectives for the upcoming year.
 | Justin/Rosa | 5 | Information |
| **Next Meeting Date: September 26, 2-4pm**  |  |  |  |