**PDAC MINUTES**   
**September 26, 2024**

**Members & Public:** Pittsburg - Library L-215

**Public:** <https://4cd.zoom.us/j/89357375999>

**Meeting:** 2:00PM – 3:15PM; LPG 3:15 – 4:00PM

#### **MEMBERS: Classified -** Courtney Diputado, Justin Nogarr, Tanita Richardson / **Faculty -** Erlinda Jones, Jill Buettner, Star Steers / **Managers -** Rosa Armendariz (Zoom), Jeffrey Benford, Matthew Muterspaugh (Zoom) / **Students – Hector Hidalgo-Combs**

*****Guest*** *– Nick Garcia, Christina Navarrete***

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| **Topic/Activity** | **Lead** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome 2. Public Announcements: Welcoming Tanita Richardson (new Classified member – Jim Kolthoff stepping down), Dr. Matthew Muterspaugh (new Manager member – A’kilah Moore stepping down), and Hector Hidalgo-Combs (as Student member). Thank you for stepping up, representing your constituency and becoming voting members of PDAC! | Erlinda/Justin | Information |
| **Consent Agenda** |  |  |
| 1. Review and Approval of Agenda    1. Star motions to approve, Courtney seconds,  All others in favor 2. Review and Approval of Minutes    1. 4/25/2024: Courtney motions to approve, Star seconds with amendment of a name misspelling, Jill abstains, all others in favor    2. 8/22/2024: Jeffrey motions to approve, Star seconds, all others in favor | Erlinda/Justin  Erlinda/Justin | Action |
| **Business** | | |
| 1. Upcoming Conference Funding Recommendations (review proposals)    1. John Schall – PIP request       1. Jill motions to approve using $1,000 PIP funds for Printmaking course in Napa, Erlinda seconds, all others in favor    2. Request to send a team of Administrative Assistants to [EA Ignite - Precision Training for Executive and Senior-Level Assistants](https://www.eaignite.com/)       1. The committee had a general consensus that it was an expensive conference, and more information can be brought to the next meeting to decide what could be funded via CEEP or other resources. Also, a suggestion of putting a budget together for a team of 2-3 could be investigated.    3. Jessica Boyle – request to use Nexus funding for Colegas conference this fall.       1. Star motions to approve, Courtney seconds, all others in favor 2. Initiatives for Fall 2024    1. Book Club update       1. The first meeting happened on 9/25, reading the first chapters of Transforming Hispanic-Serving Institutions for Equity and Justice by Dr. Gina Garcia. The book provides a critical framework for understanding how we, as an HSI, can better serve our students and promote institutional change. There were three live participants and three online attendees at the meeting.    2. A Long Talk update       1. The committee agreed that the series was very beneficial to relearning American History and understanding tools to how to become an anti-racist. The team discussed the use of the online “Universe” platform to continue in dialog and the idea of continuing LMC’s chat space for those who couldn't attend in person. They considered continuing to use an online tool for communication and organizing focus groups. 3. Update of Conferences and Summits    1. Vision Resource Center Gathering 9/18-19/2024 (Justin and Rosa attended)       1. Justin and Rosa discussed the applications potential use for onboarding and training purposes beyond flex. They also mentioned attending the 4CPD conference in October, which would also feature the VRC group, for further inquiry.    2. Update on DWPD and funding opportunities       1. Mentioned COLEGAS application is closing soon 4. Nick Garcia – ideas for Focused Flex and other PD    1. Nick proposed a partnership for the next three semesters, focusing on community building and team bonding. He emphasized the importance of fostering a sense of community and family among the staff, which he believes has been lost due to the Covid-19 pandemic and employee changes. He also discussed his approach to classroom teaching strategies, emphasizing the importance of community and collaboration among educators. He proposed a three-part professional development cycle to help educators structure stories effectively and apply this skill to their data presentations. Nick expressed a need for more storytelling inside and out of the classroom. Matthew proposed some metrics, such as the creation of a common library of best teaching practices modules for courses contributed by faculty. The team also discussed implementing a self-reflection survey for participants and creating a subcommittee to plan focused flex sessions. They considered reaching out to departments known for effective acculturation of new faculty to share best practices. The group agreed to have a follow-up conversation with thought partners to discuss a proposal aimed at improving the situation for part-time faculty members. The need for an updated new instructor's booklet was also discussed, with the possibility of using an electronic version in the future. Rosa will schedule a follow-up with Courtney Diputado, Nick Garcia, Erlinda Jones, Jill Noel, Tanita Richardson, and Star Steers to plan.    2. Planning and goal setting for 2024-25       1. The committee decided to focus on goals 3 and 4, which involve developing technical job skills, cultivating intercultural competence, and promoting collaboration. They also discussed the need for more progress in using tools and resources effectively.    3. Discuss Spring Opening Day ideas       1. The team discussed the planning of the upcoming opening day event, focusing on making it more engaging and collaborative. They considered the idea of using the space differently, allowing for more time for cross-disciplinary collaboration and community building. The possibility of incorporating Nick's focus flex into the event was also discussed, with the potential of reaching a larger audience. They also reviewed the results of the survey sent to attendees of the fall opening day, which showed that most people agreed or strongly agreed that the event provided an opportunity to connect and engage with colleagues. There was also a suggestion to include another student panel or performance in future sessions. Justin and Rosa agreed to form a working group to further discuss these ideas and to potentially merge it with Nick's focus flex conversation, looping in Jill with PIP and Star for further discussions.    4. Collaboration with IDEA and EEOC – set retreat date       1. Tabled for next meeting | Erlinda/Justin  All |  |
| **Updates** | | |
| 1. Closing and Next Steps   Erlinda moves to adjourn PDAC meeting at 3:30pm and reset LPG as a 30-minute meeting. Jeffrey seconds, all others in favor |  | Information |
| **Next Meeting Date: October 24, 2-4pm** |  |  |