**PDAC MINUTES**   
**jANUARY 23, 2024 Retreat/Meeting**

**Members & Public:** Pittsburg - Library L-215 / Zoom option

**Public:** <https://4cd.zoom.us/j/83147038681>

**Meeting:** 2:00PM – 4:00 PM

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

*Members not present: Jill Noel, Tanita Richardson, Hector Hidalgo-Combs, Angel Adriano*

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. **Welcome:** EEOC, IDEA, and PDAC – Members introduced themselves and what committee they are currently on. 2. **Public Announcement:**  Nick Garcia emphasized the importance of rebuilding community and friendships at LMC. He introduced an exercise called the "spotlight exercise" where each member would share a personal story or memory, aiming to create a sense of trust and connection among the group. The exercise would involve two questions: one about a hero or mentor who changed their life, and another about their favorite memory at LMC. He encouraged the group to be leaders and share their stories, assuring that this would help build friendships and a sense of community. He also mentioned the need for volunteers to help with the exercise, ensuring everyone feels comfortable participating. | Erlinda/Justin | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. Review and Approval of 1/23/25 Agenda completed 2. Review and Approval of Minutes    1. 11/21/24 PDAC and 12/5/24 LPG minutes where tabled to review at the next full meeting on 2/27/25 | Justin | 5 | Action |
| **Business** | | | |
| 1. **Collaboration with IDEA, PDAC and EEOC**   This retreat part of the session focused on members of the EEOC, IDEA and PDAC committees to review the Participatory Governance Task Force Proposal, discuss possible collaboration and integration across committees, and revisit charges.  **Participatory Governance and Committee Mergers** There was a discussion about the recommendations for the PDAC, IDEA and EEO committees to merge, with some members expressing concerns about the effectiveness of such a move. A statement was made that the relationships between these committees would merge. They also considered the proposed model for the councils, which would create more specialized groups for decision-making. The group acknowledged the need for better communication and collaboration across all committees to ensure effective shared governance. They agreed to revisit their committee charges and consider the overlaps and partnerships between the committees. The discussion also touched on the need for a nimbler governance process to serve the growing institution effectively.    **EEO Committee Roles and Responsibilities**  The discussion shifted to the roles and responsibilities of the EEO (Equal Employment Opportunity) committee at LMC. It was suggested that the committee's role might shift from an active one to an advisory one, focusing on providing recommendations to the college on the implementation of a district-wide EEO plan. The VP of Business Administration stated the need for better communication between the district committee and the campus, as decisions and policies are made at the district level. He proposed that the EEO committee could serve as a brain trust, advising on specific tasks and providing input on the implementation of recommendations from the faculty survey. The committee also discussed the need for a more holistic approach to HR across all three institutions.    **EEO and PDAC Committee Roles**  Another discussion was led about the roles and functions of various committees, particularly the EEO Committee and the PDAC Committee. The EEO Committee was seen as needing a change in its structure and function, with some members suggesting it could become an advisory group rather than a shared governance committee. The PDAC Committee was also discussed, with concerns raised about its efficiency and the need for more collaboration. The idea of creating a new group or committee was also floated, with the suggestion that it could be an advisory group that meets quarterly or each semester and has representatives from various groups on campus. This group would not need to be structured as Brown-Act or a governance body. The need for clear documentation of these models was emphasized, with the intention of presenting them to the SGC early in the semester. The need for each committee to update their goals, charges, and report back to SGC and help guide HR in decision making was emphasized, as well as the need for the committees to follow up with members individually or in small groups to keep the conversation moving. It was noted that soon SGC will no longer be the parent group to report on behalf of these committees.   1. **Upcoming Conference Funding Recommendations**  (review new and outstanding proposals) The Association of Writers and Learning Programs Conference proposal and the Online Teaching Conference proposal were discussed by PDAC committee members. The committee approved funding for these proposals, with the understanding that either LMC or DVC should support them with matching funds from the district Professional Development pot.   **Funding for Professional Development and Conferences**  The committee discussed individual college department funding for professional development (PD) opportunities, particularly conferences. They noted that the budget for such events has increased due to rising costs and suggested that each department's budget should be larger to fund such activities internally. They also expressed concern about the sustainability of the current funding mechanism, suggesting that it might not be the right mechanism for ongoing programs. They mentioned that the district has stepped in to provide additional funding. The committee also reviewed two specific requests for funding, one for the American Historical Association Annual Conference and another for the Association for Asian American Studies. They expressed uncertainty about whether to approve these requests retroactively, given that they were submitted after the deadline.    **Conference Funding Requests Continued**  For John Mark Bautista’s AAAS request to attend a conference related to an ethnic studies initiative, the committee proposes funding up to $1,500 from grant funds after clarifying hotel costs. For Marie Arcidiacono-Kaufman’s WSCA request, the committee approves funding with the recommendation to seek matching funds from her department. They also discussed establishing a process for conference requests to check eligibility for other funding sources before presenting proposals to the committee. A suggestion about updating the PD conference form with more information about seeking departmental and other funding well ahead of conference dates was made. Also mentioned was that routinely requested or annually attended conferences could have a separate process and/or funding source so that they do not compete with first-time requesters or less routine PD conference requests.   1. Update on DWPD and funding opportunities was tabled for 2/27/25. | Rosa/ Justin/All | 90  20  5 | • Carlos Montoya to take feedback about improving the district-wide diversity training to the district EEO committee.  Marie-WSCA: Committee recommends using local PD funding if able to secure UF matching funds. Erlinda motions to approve, Jeffrey 2nds, Moots abstains, All others-in-favor  JohnMark-AAAS: Committee agrees if the total cost comes to $1,500 or less, conference can be funded with grant funds. Other funding (e.g. AANHPI) must be used if cost truly is closer to $3,500. Erlinda motions to approve, Rosa 2nds, all-in-favor  Eng.Dept.-AWWP Conference: Committee recommends funding if matching UF funds are secured. Star moves to approve, Moots 2nds, all-in-favor  Sara-OTC: Committee recommends funding if matching funds are secured (DWPD group funding). Erlinda moves to approve, Star 2nds, all-in-favor  Kimberly-ACRL: (Association of College Research Libraries) Committee agrees to approve with or without DVC funding so long as matching UF funds are secured. Rosa moves to approve, Star 2nds, all-in-favor |
| **Updates** | | | |
| 1. **Closing and Next Steps**   Rosa motions to adjourn the meeting, Erlinda 2nds, all-in-favor |  | 5 |  |
| Next PDAC/LPG Meeting Date:   * Thursday, February 27th |  |  |  |