**PDAC MINUTES FOR**   
**FEBRUARY 27, 2025**

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

**Public:** <https://4cd.zoom.us/j/82360929727>

**Meeting:** 2:00PM – 3:15 PM

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

**Absent:** Rosa Armendariz, Star Steers, students

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome 2. Public Announcements: Moots notes that there is a new RSI Course in development for this coming fall and an AI summit is being organized for April 11th at DVC. | Erlinda/Justin | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. Review and Approval of Agenda  Jill motions to approve, Courtney seconds, Erlinda asks to make an amendment to lead names since Rosa is out, all others in favor 2. Review and Approval of Minutes    1. 1/23/2025 Erlinda motions to approve, Tanita seconds, Jill abstains, all others in favor    2. 11/21/2024 Erlinda motions to approve, Jeffrey seconds, all others in favor | Erlinda/Justin  Erlinda/Justin | 5 | Action |
| **Business** | | | |
| 1. Update on Flex Retreat with IDEA, PDAC and EEOC   The team provided an update on the flex retreat, discussing the transition of responsibility from SGC to the committee representatives from IDEA, EEOC, and PDAC. The committees are working to meet the recommendations made by SGC, focusing on transparency and informing the college about funding opportunities for professional development and updating charges.   1. PDAC Budget Review Justin discussed the budget for the semester, highlighting the remaining funds for the rest of the year, and mentioned the use of the SEA funds for student equity-related activities. A question was raised about the use of PIP funds for materials, and Justin suggested adding more guidelines for such requests. 2. Update of Conferences and Summits The meeting also included an overview of the larger group-funded activities such as NCORE, OTC, and APAHE, with a focus on the timeline for them, and that potential cohorts would be announced when more information from the Districtwide Professional Development team was made available. 3. Upcoming Conference Funding Recommendations  (review new and any outstanding proposals)   The team discussed funding for the **10th Annual California American Sign Language Conference**. Jenniffer Finnegan applied for it to be covered by her PIP stipend. However, after further examination, it was found that her PIP funding had been spent to supplement travel expenses at NCORE 2024. The team suggested that PDAC funding could cover the total, if necessary, but remaining costs could also be covered with UF/District matching funds.  **Ceramics-related Conference Requests**. The committee approves up to $1,500 for Ian Bassett to attend a conference in Utah, contingent on checking if he has Nexus funds available and if not, looking for matching funds. Also approved is $540 for Lucy Snow to attend a ceramics event at UC Davis. The committee considers their remaining budget and discusses using district-wide professional development funds when possible. They note that reimbursement helps ensure funds are used appropriately.  The committee discusses a funding request for Steve Budd to attend the **Association of Writers and Writing Programs conference**. They note that $2,000 has already been approved for three other attendees, which is the maximum allocation for a single event according to PDAC guidelines. The committee decides to deny Steve's request based on these guidelines. They suggest exploring other funding options.  Justin clarified that Cindy McGrath’s request to spend 1,000 from her PIP stipend for 2022-23 for a **Journalism conference** is within the timeframe. There was a discussion about hotel booking issues, with Moots suggesting the possibility of last-minute arrangements. The committee mentioned Cindy was part of a larger group involving matching funds from CTE. The team agreed to approve a budget of 1,000 from PIP, with the remainder  covered by CTE.   1. **Update on DWPD and funding opportunities and UF Matching Funds** The discussion was tabled for another meeting. 2. **Next Meeting Date (March 20th) and Spring Calendar** The team proposed moving the next meeting from the 3rd Thursday (3/20) to April 3rd due to conflicts with other meetings. The Planning Committee meeting on April 3rd was noted as a potential conflict for one member, but the majority of the team agreed that it was a good time. | Erlinda  All  Justin  Justin  Justin/Erlinda  Justin | 15  10  10  24  5 | Information, Discussion  Information, Discussion  Information, Discussion  Erlinda moves to approve, Jill seconds, all others in favor  Erlinda moves to approve, Jill seconds, all others in favor  Tanita motions to approve, Erlinda seconds, all others in favor  Group consensus is not to fund this conference (no action required)  Erlinda motions to approve, Moots seconds, all others in favor  Jill moves to approve, Jeffery seconds, all others in favor |
| **Updates** | | | |
| 1. Closing and Next Steps   The team agrees to end meeting on time. |  | 1 | Erlinda moves to adjourn meeting, Tanita seconds, All others in favor |
| Next PDAC/LPG Meeting Dates:   * April 3rd * April 24th * May 15th (Final Exams on 5/22) |  |  |  |