**PDAC MINUTES FOR**   
**APRIL 3, 2025**

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

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

**Meeting:** 2:00PM – 3:15 PM

#### **MEMBERS PRESENT: Classified -** Courtney Diputado, Justin Nogarr, Tanita Richardson / **Faculty -** Erlinda Jones, Jill Buettner, Star Steers / **Managers -** Matthew Muterspaugh / **Students – absent**

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome 2. Public Announcements Justin announced the Local-1 Community Scholarship, which is open to Classified employees and their families who are members of Local-1. The scholarship is open to high school student graduates who have completed volunteer work. The deadline for the scholarship is May 15th. | Erlinda/Justin | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. Review and Approval of Agenda  Erlinda motions to approve, Courtney seconds, all others in favor 2. Review and Approval of 2/27/2025 Meeting Minutes: Moots motions to approve, Erlinda seconds, all others in favor | Erlinda/Justin  Erlinda/Justin | 5 | Action |
| **Business** | | | |
| 1. **Opening Day Planning** The committee discussed plans for the upcoming opening day and the college's strategic planning process. President Ralston proposes that PDAC serve as an advisory group for opening day planning, providing input on themes and content without facilitating or leading in planning the entire event. The college will be launching a new educational strategic plan, revisiting its mission, vision and values, and developing a student equity and achievement plan. Opening day can involve more work on these initiatives. President Ralston suggests potentially starting the next Opening Day with a commissioned spoken word piece about the future of higher education. She seeks PDAC's input as a sounding board and to ensure all constituents are included in opening day planning.   The team also reflected on the positive feedback received about Opening Day, particularly regarding the table format and community-building aspects. The group expressed interest in using interactive activities like sticky notes and wall posting exercises for future events, acknowledging concerns about relying too heavily on technology. The group discussed the importance of balancing data and visuals in the presentation, continuing the recognition of service awards, and maintaining a full agenda that provides a comprehensive overview of college activities. They also emphasized the value of in-person attendance and the challenges of starting on time due to socializing.   President Ralston also outlined that starting this fall semester, LMC will focus on a 5-year planning cycle, revisiting the mission, vision, and values, while considering the current educational landscape. The team suggested using the January Opening Day for more innovative learning experiences while the August Opening Day can adhere to a more traditional format. Dr. Ralston encouraged using Focus Flex time for deeper dives into planning work. The group emphasized the need for clear goals, elegant data, and efficient use of resources, especially considering potential budget constraints due to economic uncertainties. 2. **Upcoming Conference Funding Recommendations**   There were no new or outstanding proposals to review 3. **Budget and Matching Fund Process** The budget conversation was tabled for a later date. However, Justin broke down the Matching Funds process for conferences in five steps: 1. Faculty/Staff apply to local college PD committee for funds via local applications. 2. Local college PD committee will review and approve the application/s, 3. If approved, the college PD committee will inform faculty that they were awarded both the site-based and District matching funds, 4. After the conference, Faculty/Staff will complete their reimbursement form with necessary documentation and forward to their local PD office or personnel, 5. Local PD office or personnel will process using site-based GL for partial funding and college specific District/UF GL for matching or remaining costs. Justin emphasized that there is no communication or approval that needs to happen between faculty/staff and the District Office. 4. **Update of Conferences and Summits:**   The committee viewed the APAHE, NCORE, A2MEND, OTC, CLI and Strengthening Student Success conferences. They noted employees who were approved and registered for the coming events, how many students were going, dates and locations. The question of “who do we recommend if we want to send a team for Strengthening Student Success?” was posed but the committee tabled the discussion since the conference is not until October and there is still time to make attendance decisions.   1. **Read Contra Costa**   Christina Goff provided an update on the Read Contra Costa event, which will feature author Percival Everett discussing his book "James" at LMC on November 8th. She mentioned that the contract finalization is pending. Christina stated that a planning team is being formed to organize the event, including a faculty panel and potential curriculum integration. Nick Garcia and the committee discuss ideas for promoting the event, including a possible theater production of Everett's work and incorporating it into the Equity Speaker Series. They also debated the merits of using a ticketing system versus open admission. The conversation then shifted to how this event can be tied into broader college initiatives such as accreditation, professional development, and the Equity Speaker Series and or Equity in Action, with suggestions for creating synergy between these efforts. Christina added that the county will negotiate an e-copy with unlimited licensing once the contract is finalized. Possible plans or outcomes for the event can be a district-wide effort involving librarians from different colleges as well as forming a book-club prior to the event.   1. **Next Meeting Date and Fall Calendar (possible flex retreat)**   These dates (below) were viewed by the committee but a decision to secure this on the calendar was not made to allow team members more time to look at their own schedules through fall.   * April 24, May 15 * Fall Flex Week Retreat Proposed 8/21/25 or 8/28/25, 9/25, 10/23, 11/20, 12/4 or 12/11 | Pamela/Justin/Erlinda  Justin/Erlinda/  Justin  Justin/ Erlinda  Christina Goff  Justin/Erlinda/All | 30  0  5  5  20  4 | Information, Discussion, Action  Information, Discussion, Action  Information, Discussion  Information, Discussion  Information, Discussion  Information, Action |
| **Updates** | | | |
| 1. Closing and Next Steps   Erlinda motions to adjourn the meeting,  Tanita seconds, all others in favor |  | 1 | Information |
| Next PDAC/LPG Meeting Dates:   * April 24th * May 15th (Final Exams on 5/22) |  |  |  |