**PDAC MINUTES FOR**   
**February 23rd, 2023**

**Zoom:** [**https://4cd.zoom.us/j/81946310524**](https://4cd.zoom.us/j/81946310524)

**Meeting: 3:00PM – 4:00PM**

**Members:** Erlinda Jones (Co-chair), Robert Delgado (Co-chair), Rosa Armendariz, Natalie Hannum, Jeffrey Benford, Jill Buettner, Courtney Diputado.

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| **Topic/Activity** | **Lead** | **Time** |
| 1. Welcome 2. Announcements (Public)    1. *N/A* | Erlinda/Robert | 5 |
| **Consent Agenda** |  |  |
| 1. Review and Approval of Agenda    1. *Erlinda Jones makes motion, Robert Delgado seconds, all in favor.* 2. Review and Approval of Minutes 12/01/2022    1. *Erlinda Jones makes motion to approve with addition to Bill Bankhead last name. Robert Delgado seconds, all in favor. Rosa Armendariz abstains.* | Erlinda J/Robert  Erlinda J/Robert | 10 |
| 1. AB 2449 – changes to Brown Act committees    1. *Rosa Armendariz shared slides presented at Management council, AB 2449 overview. Starting next month (March). Brown Act committees will have to meet in-person. There are two specific circumstances for when it’s allowable for board members to participate remotely: “Just cause” and “Emergency circumstances”. More information on Document attached.*        1. *Questions/process brought forward: For “emergency circumstances” does the members board of the committee review the leave for approval?*    2. *Review members availability to meet on Thursdays at the current time, 3PM to 4PM.*        1. *Erlinda Jones recommends to meet earlier. Courtney agrees.*       2. *Recommended new time for PDAC to meet 2PM to 3PM, and LPG 3PM to 3:45PM*       3. *Erlinda jones motions to altered meeting time to 2PM, fourth Thursday of every month. Robert Delgado seconds, all in favor.*    3. *Rosa Armendariz shares AB2449 –* [*Revises the Brown Act’s Requirement for Public Meetings by Teleconference by LCW legal.*](https://www.lcwlegal.com/news/ab-2449-revises-the-brown-acts-requirements-for-public-meeting-by-teleconference/) 2. Review PDAC Goals and Objectives    1. *It was pointed out PDAC goal number 3 is not written as a SMART goal. The PDAC members Rosa Armendariz, Erlinda Jones, and Robert Delgado with Bill Bankhead will review goal #3.*    2. *Rosa Armendariz recommends we review goal #3 this semester, and review the rest of goals in fall.*    3. *Note: Building capacity building and capacity learning on technology specifically for classified professionals. How we can integrate and create goals to enhances our skills as a college.*    4. *Questions: Do we use LMC Starfish? Is it a need? Is it been used?*    5. *Courtney Diputado – We need more training on basic for campus technology and better technology training for onboarding. Recommendation, invite an LMC IT specialist to a meeting and share most frequently asked questions by employees.* 3. Review Committee Membership (fill vacancies)    1. *Robert Delgado, shared the* [*PDAC membership*](https://www.losmedanos.edu/profdev/index.aspx) *and where we have vacancies.*    2. *Jill Buettner is interested in staying on PDAC, and Erlinda will reach out to Academic Senate president to get faculty appointed.*    3. *Edward Haven, Jennifer Saito, and Janith Norman may be interested faculty members. Erlinda will follow-up with the faculty members.*    4. *Erlinda Jones will reach out to James Madden to see if they are still interested in been on PDAC.*    5. *Rosa Armendariz mentioned several new faculties may also be interested in joining the faculty. A faculty person from Brentwood would be good.*    6. *Question: Erlinda jones asked if other brown act committees have less than three members from each of the constituent groups: Classified Professionals, Faculty, and Managers. Do other committee have one or two members?*    7. *Question: Could PDAC be a tri-chair committee?*    8. *Robert Delgado will update the website as there were several errors on names and titles. And also reach out to IT to fill the PDAC classified senate voting member. And will reach out to Jeffrey Bui to appoint a student to PDAC.* 4. Review of Conferences and Summits    1. *Review of spreadsheet with various upcoming references. Note: We are not allowed to travel to Louisiana for NCORE this year due to the State mandatory.*    2. *We are foregoing the A2MEND conference. Unfortunately, programs that normally sent students are not planning to send employees or students. Let’s plan for next year.*    3. *Unfortunately, the registration is full. Review of AHSIE conference, and we would request to be added onto the waitlist. Rosa Armendariz and Robert Delgado will inquire about adding to the waitlist.*    4. *Reviewing sending a team to HACU and getting people connected to nationwide organizations.*    5. *Erlinda Jones has suggested to add individuals to the RP group: student success.*    6. *Review the process to send teams to conferences. Equity based conferences like NCORE, IDEA has been the approver for people interested in attending conferences. Conference attendees share out during IDEA meetings.*    7. *Review of Conference and Summits will be a stable item in PDAC meetings.*    8. *Erlinda Jones motions to extend meeting, Jill Buettner seconds, all in favor.* | Erlinda J/Robert  All | 35 |
| 1. Upcoming and Conference Funding Recommendations    1. Christine Shulse       1. *Online Teaching Conference; last year we sent a group.*       2. *Question: Do PIP funds for conferences come out of PDAC fund? No, PIP has its own allocation.*       3. *Robert Delgado motions to approve, Erlinda Jones second, all in favor.*    2. Julie Lucca       1. *ASPEN 2023 Nutrition Science & Practice Conference*       2. *Julie part of PIP, will use $1000 fund and the remainder will be cover through PDAC up to $1500.*       3. *Robert Delgado motions to approve, Erlinda Jones second, all in favor.*    3. Kimberly Wentworth       1. *Conference of the Association of College Research Libraries*       2. *Is part of PIP, DVC Library Technology Program*       3. *Jill Buettner motions, Jeffrey Benford Seconds, all in favor.*    4. Morgan Lynn       1. *Conference in College Composition and Communication*       2. *Note, usually we do not refund for past conferences attended.*       3. *Action: Connect with manager on why the conference fund request was submitted very late.*       4. *No decision made*    5. Nidia Gonzalinajec       1. *NCTM Annual Meeting & Exposition*       2. *Note, usually we do not refund for past conferences attended.*       3. *Action: Connect with manager on why the conference fund request was submitted very late.*       4. *No decision made* 2. PDAC Mini-Grants for Review    1. Mini-Grant Danielle Murphy       1. *Notes: the email address provide is not an LMC associated email*       2. *The person submitted the form appears to be a student and not an employee*       3. *There is not manager/dean with the name provided “Dean Acklin”*          1. *Assumption is that this may be a student requesting a program for their course*          2. *Student withdrew from course early February.*       4. *Robert will follow-up with the individual to get additional information.* | Robert D  Robert D | 5 |
| 1. Staff Reports    1. *Connecting with colleagues to fill vacant seating.* |  | 5 |
| **Next Meeting: March 23rd, 2023** |  |  |