***Attendance:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| A | Lianne Greenlee | **√** | Mary Ann Gomez-Angel | A | Diondre McBride |  | AS Vacant | A | John Lewallen | **√** | Linda Chan |
| **√** | Sarah Plesetz | **√** | Rosa Asencio | **√** | Maria Macedo | **√** | Tania Anders |  | **Minutes:**  | **√** | Maria Cardenas |

Guest: Lisa Rodriguez

|  |  |  |  |
| --- | --- | --- | --- |
| Standard | Item | Purpose | Outcome |
|  | **Welcome**  | * Review minutes from March 4, 2021 meeting
 | Linda C. move to approve, Rosa A. 2nd to approve. Sarah P. abstained (absent from meeting) Minutes from March 4, 2021 meeting approved by acclamation. |
| III. A.14 | **POD Updates** | * Title V Annual Report Executive Summary – Lisa Rodriguez (will arrive/present at 2:30)
 | Lisa Rodriguez presented Title V Executive Summary annual report, goals 1 through 5 to PDC. Copy is attached to minutes. |
| III. A.8, III. A.14 | **Conference and Travel** | * Budget Update
	+ PAC supports transfer of funds. POD working on fiscal approvals
* ChromeRiver – Will be live beginning end of April
	+ P-Card training is underway in on-demand, targeted format
	+ General training for C & T process will be made available via on-demand videos posted on a website and in POD Connect. Managers will be trained in ChromeRiver approval processes at monthly manager meeting. Q & A sessions will be done with each college unit (Ex. Instruction Team, Student Services, etc.)
	+ POD C & T website will be updated to refer employees to the ChromeRiver resources and training once their website is developed and live.
* FPDC discussed the possibility to add language to the C&T funding form to approve sharing post conference reflection to be added to weekly faculty newsletter
 | * PAC supports transfer of funds from C&T budget: $40,000 for ACUE co-hort, $25,000 for custodial training.
* Chrome River will go live end of April. Pcard training is available in on-demand & targeted format. General training for C&T process will be made available via on-demand videos.
* PDC is in planning stage of compiling information collected from C&T evaluations after conference attendance to share with Mt. SAC Community. Will bring forward to outside groups to ask how information could be shared i.e. newsletters twice a semester?
 |
| II. A.2, III. A.1, III. A.14 | **Reports** | * CPDC
* FPDC
* MPDC
 | * Rosa stated PFM for CPDC is a work in progress, currently in draft status - will review at May meeting. CPD Day is scheduled for August 13, 2021, it will be done in a virtual format similar to last year.
* Tania stated FPDC is currently working on FLEX Day survey, a call for Fall FLEX Day proposals was recently sent out.
* Maria M. stated MPDC is planning a virtual Fall retreat, this will be the first Fall retreat for managers to be held the week before the start of Fall semester. If there is any information other groups would like to bring forward to management group, they can reach out MPDC. There was also discussion about some employee groups will be returning to campus July 1, 2021.
 |
| III. A.14 | **Other** | * BP 7160 and AP 7160 approved by Board of Trustees (March 2021)
* Goals & Objectives 2020-21
* CPDC Purpose Function Membership Review – Rosa
* PD videos: Serving on Committees
 | * BP 7160 and AP 7160 have been approved.
* PDC reviewed goals and objectives for 2020-21 and began noting outcomes/accomplishments, will bring back to May meeting.
* See notes above under CPDC report.
* Professional Development videos were proposed to be developed to share information on: Serving on Committees. Also, videos serving on different committees such as advisory committees, budget committees, what task force committees do, how to be in the know, roles of department chairs, classified roles on governance committees, will summarize and bring back next month.
 |

*Next Meeting: May 6, 2021*