***Attendance:***

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

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| Standard | Item | Purpose | Outcome |
|  | **Welcome**  | * Connecting - What TV show are you most likely to binge watch?
* Review minutes from June 3, 2021 meeting
 | * PDC agreed to do a connecting activity each month
* Minutes reviewed – Linda Chan moved to approve, Rosa Asencio 2nd, Lianne abstained, all other members present voted to approve – Minutes confirmed and passed.
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| III. A.8, III. A.14 | **Conference and Travel** | * Budget Updates
* AP 7400 – Conference and Travel (second reading) see attachment
* TA #7 – Article A.7.
* Conference and Travel review criteria
* Report out from conferences – brown bag luncheons?
* Marketing
* Chrome River
 | * Budget analysis will take place in October –Rough budget= $100K faculty, $77K general fund for all employees
* AP 7400 – Conference and Travel Changes reviewed as a council. Add to online C & T form, “In accordance with AP 7400 \*\*\*\* Before you submit your application \*\*\*\* Please contact your manager, obtain their approval to attend the conference, and let them know you are applying for POD Conference and Travel funding. You will be asked to provide your manager's name and email so that POD can contact them regarding your application status.”
* TA #7 – In 22-23 PDC will see roll-over from unused funds by professors as per contract.
* Group Travel –For 21-22 (COVID times) we will leave sharing of transportation and lodging to personal discretion. Sharing of travel elements will not be taken into account when approving group funding. Post COVID the council will consider suggested guidelines to support sustainable conference and travel. (Ex. Zoom, water bottles, shared travel expenses)
* Report Out Process – Presenters share what they have learned? Brown bag luncheons? PDC will add an agenda item to review conferences approved each month for consideration as a POD class or an opportunity for report out invitation
* Marketing – In September advertise that Conference and Travel is available (POD email, announcements at AS, FA, CSEA, Managers – support for employee participation & process)
* Lianne will revise online website, & forms with up to date information re Chrome River. Additional process will be added after PDC meets in October.
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| II. A.2, III. A.1, III. A.14 | **Reports** | * CPDC
* FPDC
* MPDC
 | * CPDC – Did not meet over the summer. CPD Day was the focus of the committee and taskforce. CPD-Day Taskforce will meet for a debrief. Great Staff Retreat team is beginning planning for 21-22. Rosa will be part of a Partnership Resource Team with IEPI.
* FPDC – Did not meet over the summer. First Fall meeting is scheduled for 9/9. They have several changes in membership and are also seeking a student representative
* MPDC – Met over the summer to plan the First annual Managers Gathering. The event was successful. Monthly meetings will continue beginning in October.
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| III. A.14 | **Other** | * Membership
 | * Council discussed and by acclamation agreed no need to add a student member at this time. We will seek advice from student member of FPDC if a need arises.
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| III. A.14 | **October Agenda Items** | * Annual PFM
* Goals & Objectives 2021/22
* Budget plan for 21-22
	+ Conferences vs classes (contract implications?)
	+ Develop guiding principles for use of C & T funding for standardization with examples (Will include funding process of allocation/rationale/end of year process)
* Conference Evaluation Form Review and Revision
* Professional Development Plan
* Title V Grant
* CCCCO Grant
 | * Provide current spending for 2021-22 and a budget reference of final 2019-20 data
* Include: Update C & T Form - Check on status of AP7400 & attach to website, marketing, discussion re communication of presentation request (Are conference presenters willing to share at a POD meeting/workshop)
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*Next Meeting: October 7, 2021*