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| P | John Vitullo  (Co-Chair/Designee) | P | Lisa Rodriguez  (POD, Acting Director) | P | Kelley Lyons  (Part-Time Faculty, AS) | P | Tamra Horton  (FA) | P | Rita Page  (AS, FLAC) |  | Vacant  (AS) |  |  |
| P | Lizbet Sanchez  (Co-Chair) | P | Tania Anders  (Co-Chair) | A | Dalia Chavez  (AS, Non-Credit) | P | Emily Versace  (AS) | P | Carol Impara  (AS, DL) |  |  |  |  |
| P | Elda Blount  (POD, Classified) | P | Allison Wibowo  (Student AS) | P | Evelyn Hermosillo  (Guest) |  |  |  |  |  |  | P | *Scribe: Vanessa Salazar* |

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| **Item** | **Outcomes** | **ACCJC Standards** |
| 1. **Approval of Minutes** | 1. 9/8/2022 meeting minutes were approved | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| 1. **Report Out – Group 1**   1. Flex (Tania)  2. POD (Lisa)  3. Conference & Travel (Lisa)  **Group 2 to Report Out 10/13/22**   1. Non-Credit (Dalia) 2. FLAC (Rita) | 1. Flex- Tania reported that her and Lizbet will be comparing the Flex Day summary report data to last years Flex. The Flex Day committee is starting to plan spring Flex Day, it has been approved by President Scroggins to be held in-person. She added that she will have more to report at the next FPDC meeting. She proposed that the Flex Day Planning Committee plan on asking the deans to hold division meetings during Flex so that faculty can have time to meet with their own divisions.    1. The council discussed: the length of division meetings, which Flex Days are mandatory, whether having added division meetings will work, guidelines for the implementation of the flex calendar because faculy can’t get away from activities that count towards Flex. The President being guaranteed certain hours to present for each Flex Day. The council will look at the language because some departments are holding department meetings when they shouldn’t, they should be doing professional development targeting their areas. 2. POD- Lisa reported that the POD office will go dark the third week of October due to construction. Some staff with be working on-campus, others will be remote. The remodel is to take 6-9 months. 3. Conference and Travel- Lisa reported that $56,085 has been approved thus far; 39 approvals for employees, 23 for faculty, 5 were denied, 14 pending approval and 2 withdrew. | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| 1. **Guests-** Evelyn Hermosillo | Chrome River | * Tania stated that conference and travel is part of professional development and Chrome River is affecting submissions. An account string is needed in order to proceed and she asks if the account string can be added at the second step, instead of the first. A draft cannot be saved if certain information is not filled out. At times Chrome River says that the account string has insufficient funds. There are challenges with the verbiage and it is not user friendly. There is also not a current visible Chrome River link on the POD website and cannot easily find the conference and travel form either. She reported that the division offices need to be in the loop and asked how does the division know what their faculty are doing? She stated that in the past, division admins used to input the account strings and that that part should be an administrative job, not a faculty one. She added that the only time faculty will request conference and travel money is to use their allocated $200 travel fund. All other times the travel money will come from POD or other pots because most of what faculty is dealing with has nothing to do with division budget. Additionally, faculty is encouraged to go through POD funding first, to use the annual funds before they’re lost. The issue isn’t when she uses her $200 conference and travels funds, the complication is when funds are coming from other sources. She asked if faculty has to fill out conference and travel even if it has nothing to do with Chrome River? She added that there should be something on the POD website asking if you’re looking to use POD funds for conference and travel.   1. John responded that if faculty wants to be reimbursed, they must go through Chrome River. * Lizette stated that all employees are asked to fill out the conference and travel form the same way as faculty. There’s an expectation for faculty to fill out their own conference and travel forms and an expectation on the admin side to process it; it’s not all on one person or group of people, there’s a collaborative approach. She said there is an option to attend a division admin meeting and have this conversation with the entire division. At these meetings any changes or additional responsibilities and duties, are discussed there as a collective unit. Account strings are not being communicated to faculty from their own division. She added that fiscal has nothing to do with how a division or department manages their budget. She encouraged faculty to talk with their deans because POD cannot tell deans who is going to help them manage their budget and who will do all the processing of conference and travel. Also that POD is unaware whether a faculty member is using or has used their $200 travel fund because POD does not manage that money. She said that they will work with Evelyn, Jackson Kuo and his team, and Fiscal to try and make the Chrome River process more streamlined. She stated that she would be willing to speak with faculty deans to address the concerns that faculty need more support. She suggested faculty voice their concerns with their deans, that way they can discuss it at their division meetings with their departments. Lizette asked Lisa what is the sourcing of the monies and what other funding is availble? Because that is key in how they’re going to be able to assist faculty and move their conference and travel forward. If the majority of their conference and travel is being funded through POD funds, then they can develop a process when faculty is approved for funding for conference and travel. The account string can be included. Also that a delegate could do this part of the process, but that if all faculty are expecting to use POD as delegates to complete their conference and travel utilizing POD’s budget, that would be an excessive workload for POD staff due to the large amount of faculty members.   1. Lisa responded that the funding can come from categorical, Title 5 or SEAP, but these are processed through the grant directors in the Grant’s office, so the account strings are provided very carefully. * Tania reported that she always gets errors when she inputs the account strings and has to fill out paper forms instead. She asked Evelyn if it’s possible that these reports have an approval queue, like the board docs do. Where the admins for the division enter the account string and move it up through the approval queue. * Evelyn stated that it isn’t a possibility because the approvals are through management. It is possible to add an admin as a delegate for a faculty member, that has always been a option. An admin can go into the system and add the account string or anything else that they choose to do. She added that an account string is required on the first page in order to move to the next phase. * Tamra stated that these are benefits that faculty are entitled to by contract, they are not getting their reimbursement money. She also agreed to the idea of having a designee and going to the division admin meeting. She stated that faculty need help from admins with the account strings, that this is work that faculty should not be doing. She also agreed that you should be able to move past the first page in Chrome River without the account string. She said that faculty have asked President Scroggins about possibly changing to a new vendor because there are so many complaints about Chrome River campus wide. She suggested that there be a list of people that are direct contacts to assist with system issues. She asked Lizette who she will take all these concerns to next?   1. Lizette responded that she will be discussing this with Jackson Kuo Director of Accounting in the Fiscal Services division. * John stated that they rely upon someone else to check the account strings, but currently he does it and he would like admin help. Right now admins are left out of the process. * Emily asked if there could be a drop-down menu for a name of a delegate and the name of the funding source, instead of just the number for the account string.   1. Evelyn responded that there is an option in the system to search for that. | * II.A.2 * III.A.1 * III.A.8 * III.A.14 * III.C.1 |
| **D. Action Items** | 1. Please vote on the pending PGI/PGH requests via Smartsheet   Council reviewed the action and pulled items; Senate Academy, Micro Credential, Itel | * II.A.2 * II.A.7 * III.A.1 * III.A.8 * III.A.14 |
| **E. Discussion Items** | 1. Gaps in membership 2. Faculty retreat 3. Goals 2022-23 4. Purpose and function   These are to be discussed at the next meeting 10/13/22 |  |
| **F. Informational Items** | No information items. |  |

**Next meeting: October 13, 2022**

Updated FPDC webpage: <https://www.mtsac.edu/governance/committees/fpdc/>