***Attendance:* PDC**

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

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| Standard | Item | Purpose | Outcome |
|  | **Welcome** | * Review minutes from October 1, 2020 meeting | Linda C. move to approve, Mary Ann G. 2nd. Minutes approved by acclamation. |
| III. A.14 | **POD Updates** | * VOICES Halloween Contest * Sexual Harassment Prevention * Title V | * Halloween contest voting is taking place now, voting will close on Friday, November 6, 2020. Winner of the contest will be announced next week. * Sexual Harassment Prevention training is a mandatory training every college employee must complete and must be completed every two years. All employees that have not completed the online training were assigned the training via POD Connect and managers have been notified of their respective staff in need of completing the online training. * Lianne and Lisa Rodriguez did a presentation to the board last month regarding community equity as part of Title V. At the recent Equity Summit held on October 30 there were several sessions covering equity and diversity which were open to all employees of the college. * One Book One Campus book title: The House on Mango Street, author: Sandra Cisneros will be doing a session for us and is open to all students and employees of the college. Campus announcement will come out soon with more information. * POD is looking to bring Sara Goldrick-Rab in the spring to offer a session to the campus community utilizing SEAP (Equity) funding. SEAP is a categorical program, we do not know how much we will be getting in the future. * POD is working with Student Services, Seth Meyers of Health Services to offer topics on providing resources to employees to cover topics such as mourning and loss. These sessions will likely take place during the winter intersession. |
| II. A.2, III. A.1, III. A.14 | **Reports** | * CPDC * FPDC * MPDC | * CPDC is currently reviewing survey results from CPD Day, they will look to offer sessions based on the results from the survey for classified staff. CPDC will begin to meet twice a month instead of monthly. They will begin to align their agenda items to accreditation standards. Leadership academy begun in October, a group of classified staff met for a few weeks, feedback was positive, they are awaiting for survey results. Trauma Informed sessions also took place last month and were well received. CPDC is looking at how to further utilize funding from the Chancellor’s office for classified professional development. * FPDC put together an annual report which was presented to Academic Senate and shared with PDC. Will attach to minutes. * MPDC is finalizing management planning retreat scheduled for January 7-8, 2021. The keynote speaker was board approved on Wednesday, November 4, 2020. MPDC’s goal was to call upon an expert to cover a diversity topic session. Manager evaluations will be updated to now include a section related to equity and diversity. |
| III. A.14 | **AP/BP** | * Status AP 7160 * Status BP 7160 |  |
| III. A.8, III. A.14 | **Conference and Travel** | * Budget Update | * There have only been 3 requests for POD conference funding, for a total amount of $400, so far. * PDC is open to lifting the processing requirement of 4 weeks prior to conference in hope of receiving more funding requests for conferences. Campus announcement will be sent out to remind people there is funding available to attend conferences. * Fiscal Services will be introducing the new system “Chrome River” for online processing for all conference funding requests to begin in the new year to go paperless. POD’s online request form will be updated to include a link for all employees to have direct access to Chrome River. |
| III. A.14 | **Committee Membership** | * Student member Interest | * PDC will have further discussion before deciding to bring on a student member for PDC membership. Rosa will reach out to outside resources about student representatives on committees/councils. Maria M. will also reach out to outside resources about student involvement on committees/councils. |
| III. A.14 | **Other** | * Academic Senate vacancy * Accreditation Alignment | * Lianne will continue to follow-up with Academic Senate to appoint a new member for AS representation. * PDC affirmed to have Lianne and Tania provide accreditation standard alignment on PDC minutes going forward and PDC will review the minutes. |

*Next Meeting: December 3, 2020*