***Attendance:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **√** | Lianne Greenlee | **√** | Mary Ann Gomez-Angel |  | CSEA 651 Vacant |  | AS Vacant | **√** | John Lewallen | **√** | Linda Chan |
| **√** | Sarah Plesetz | **√** | Rosa Asencio | **√** | Maria Macedo | **√** | Tania Anders |  | **Minutes:**  | **√** | Maria Cardenas |

|  |  |  |  |
| --- | --- | --- | --- |
| Standard | Item | Purpose | Outcome |
|  | **Welcome**  | * Connecting – What’s your favorite thing about the fall season?
* Review minutes from September 2, 2021 meeting
 | * Minutes reviewed – Linda Chan moved to approve, Lianne Greenlee 2nd, all other members present voted to approve – minutes confirmed and passed.
 |
| III. A.14 | **Annual PFM** |  | * Changes and updates were made to the PFM, John Lewallen moved to approve, Linda Chan 2nd, all other members present voted to approve – PFM agreed and passed.
 |
| III. A.14 | **Goals and Objectives 2021-22** |  | * Goals and objectives for 2021-22 were identified by PDC. Linda Chan moved to approve, John Lewallen 2nd, all other members present voted to approve – Goals & objectives agreed and passed.
 |
| III. A.8, III. A.14 | **Conference and Travel** | * Budget Updates
	+ Current spending for 2021-22 and a
	+ Budget reference of final 2019-20 data
* Develop Conference and Travel guiding principles for standardization
	+ Conferences vs classes (contract implications?)
	+ Include funding process of allocation/rationale/end of year process
	+ AP7400 included as a reference
	+ Provide Examples for Council re “approval” and “denial” past practices (Ex. Tradeshows, classes, group application, out of country, Hawaii/tourist destinations, etc.)
	+ Subgroup to draft and share out at November meeting?
* Review Conferences for Share-out
	+ Reporting Out options – Brown Bag?

 Other venue?* C&T requests – Critical turn-around time by members
 | * Conference and travel request for Clarence Banks was proposed to be forwarded to MPDC for consideration of use of management professional development funds in support of the conference. Maria Macedo will bring to MPDC. PDC will review on a case-by-case basis for any other manager C&T requests for 2021-22 only.
 |
|  | **Reports** | * CPDC
* FPDC
* MPDC
 |  |
|  | **Professional Development Plan** | * Timeline for Completion
* Discuss Strategies (e.g. Workgroup)
 |  |
|  | **Other** |  |  |
|  | **November Agenda Items** | * Title V Grant - November
* CCCCO Grant – November
* Conference & Travel Evaluation Form Review and Revision
 |  |

*Next Meeting: November 4, 2021*