***Attendance:***

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **✓** | Lianne Greenlee | **✓** | Mary Ann Gomez-Angel | **A** | Bruno Granillo | **✓** | Nan Shea | **✓** | John Lewallen | **A** | Lee Jones |
| **A** | Grace Hanson | **✓** | Dan McGeough | **✓** |  Chris Schroeder | **✓** | Liesel Reinhart |  | ***Minutes:***  | **✓** | ***Maria Cardenas*** |

|  |  |  |
| --- | --- | --- |
| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
 | Minutes from the PDC Retreat on June 15, 2017 were approved. |
| **CPDC Report** | * 2016-17 Final Goals & Objectives
* CPD Day
 | CPDC Goals and objectives are ongoing. CPDC taskforce will be meeting regularly to work on Professional Growth Benefits for Classified. Improved the New Employee Welcome, feedback was very positive. Will include a copy of CPDC Goals and Objectives 2016-17 summary with the minutes. |
| **FPDC Report** | * 2016-17 Final Goals & Objectives
 | FPDC is working on adopting a new format on how to collect FLEX Day feedback, will be going over it in the next session with the focus groups. Recommendations may be coming soon on the size of FPDC membership. Will include a copy of FPDC Goals and Objectives 2016-17 summary with the minutes. |
| **MPDC Report** | * 2016-17 Final Goals & Objectives
 | Yen Mai is now the chair of MPDC. MPDC is now in the planning phase of the second managers retreat, hoping to increase the number of participants from 75 up to 100. In the process of defining management training for managers to be effective leaders. There is now a quarterly communication of professional learning opportunities for management. Will include a copy of MPDC Goals and Objectives 2016-17 summary with the minutes. |
| **PDC Goals & PFM** | * Goals and Progress Report review for accuracy
* Purpose & Function review for accuracy
 | Goals and Progress Report for PDC was reviewed, some changes were made. Purpose, Function & Membership was reviewed, several changes were made. Will submit to PAC meeting next week. |
| **POD Report & Business** | * Office 365 Training Dates
 | POD has been very busy this summer; CPD Day, FLEX Day, and SanFACC opening session is scheduled for tonight. |
| **Conference and Travel** | * Out of State Travel Ban Restrictions
* C&T Samples – Handout
* Funding update and denied requests
 | Per Cabinet Notes from August 8 meeting, the ban does not apply to community colleges. Mt. SAC is not legally prohibited from using our direct funds to support such travel, we will continue to make those trips available. Conference and travel updated forms and samples were provided to PDC. All forms are now available on POD’s website. C&T funding update for 2017-18 was given to PDC. Reviewed one denied C&T request for Lisa DiDonato (NASPA Western Regional Conference in Hawaii), PDC approved to move forward with the process.  |
| **Other Related Business and Reports** | * Complete 4CSD Survey
* IEC integration update
* BS/SS/Equity Integrated Plan: request guest speaker attend PDC to discuss how we relate
* HR: are we coordinated enough with this department?
 | 4CSD Survey was completed and submitted as a group. |

*Next Meeting:* October 5, 2017, 1:30 – 3:15 PM

Items for next meeting:

* Tuition reimbursement for faculty to attend training in IT field related courses
* BS/SS/Equity Integrated Plan: request guest speaker attend PDC to discuss how we relate