***Attendance:* PDC**

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

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| Standard | Item | Purpose | Outcome |
|  | **Welcome** | * Review agenda - Special meeting on Conference and Travel |  |
| III. A.8, III. A.14 | **Funding** | * Allocations for 2020-21 * Determine maximum per person allocation for 2020-21 | * Maximum allocation for 2020-21 will remain in place at $1800 * Funding is available for online conferences. Takes place over a short period of time. Online courses will not be approved. * Initial allocations in budget for employee groups will remain the same as in 2019-20, with PDC reviewing monthly updates and reserving the opportunity to shift funds as needed from one employee group to another. |
| III. A.14 | **Changes to Application Process** | * Online application – what documentation is needed? * Group requests? * Classes vs conferences | * Add name and dates of conference * Conference Registration fee, other costs, total request * Justification of travel – During COVID travel to conferences in person is currently restricted. * Change follow-up question to include how did the employee share the learning experience. What is brought back to share? For faculty, attach department minutes for how it was shared out/accountability (Develop Form to share with department) * Remove Justification #3 (travel beyond 25 miles) * Suspend all group travel references * Suspend international travel * Submit supporting materials:   + Link to conference home page   + List of sessions you plan to attend   + Other information you would like to provide   + Attach District conference and Travel form with electronic signature (LG/MC confirm Fiscal) |
| III. A.14 | **Marketing to Campus** | * Timeline * Announcement * Website Revision * Online Conference Promotion?   + Accessibility online conference coming up. Here’s the link in full: <https://www.3playmedia.com/access/#schedule>   + Pathways to Equity (9/29-30)   + Equity Now! <https://www.equitynowseries.com/> (October $400 per person)   + Skyline College Equity Institute <https://equityinstitute.com/equitysummit/program.php>  (November 6th $200 per)   + Classified 4Cs: Reform or Dismantle <http://a2mendinstitute.eventbrite.com/> | * Website Step 1: Download C & T form – Use Adobe Sign form. Save and attach * Step 2 complete online POD C & T form * Timeline to launch in next couple of weeks * Announce to campus ASAP and include in weekly emails. Promote conferences that are coming up. |

*Next Meeting: October 1, 2020*