***Attendance:* PDC**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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
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| 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.
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*Next Meeting: October 1, 2020*