

<b>Meeting Agenda</b>			
<b>Committee Name</b>		PDRC Committee	
<b>Meeting Room</b>		A30	
<b>Date</b>		September 8, 2017	
<b>Time</b>		2:00 p.m.	
<b>Meeting Facilitator</b>		Hernalin Analista	
<b>Meeting Attendees</b>			
<b>Today's Agenda</b>			
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	Election	Vote for Chair, Chair-Elect, Secretary, and Treasurer?	
2	AY 2017-18 Committee Calendar	Determine dates for: 1) Meeting with Dr. Ray and Carmen, as per Title IX provision in the Union/BOT agreement 2) Committee meeting dates 3) Application deadlines and reviews 4) Brown Bag sessions	
3	PDRC Forms, IOPs and Ethics, and Bylaws	Review, Discuss, and Update	
4	2017-18 PDRC Fund Activity Report and Budget	Need to meet with accounting to determine available balance and AY 2017-18 budget	
5	Go2Knowledge	Subscription ends 9/30/17. Should we consider renewal?	
6	Institutional Priorities		

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<b>Committee Name</b>	PDRC Committee	
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<b>Meeting Facilitator</b>	Hernalin Analista	
<b>Meeting Attendees</b>	Hernalin Analista, Doreen J. Blas, Tonirose Concepcion, Steve Lam, Jose Munoz. (Sally Sablan – Jury Duty)	
<b>Minutes</b>		
<b>No.</b>	<b>Topics</b>	<b>Action Points</b>
1	Call to Order - 2:03 p.m.	
2	Election (Chair, Chair-Elect, Secretary, Treasurer)	SS nominated HS as Chair and JS as Chair-Elect via email. 1 <sup>st</sup> motion for HS and JS as Chair and Chair-Elect by SL, 2 <sup>nd</sup> by DB. No discussion, unanimous vote, motion carried. Members to rotate taking minutes. No need for treasurer.
3	Meeting dates and deadlines for application submission were decided. Meetings will be held in room A30.	
	MEETING DATE	DEADLINE FOR APPLICATION SUBMISSION
	September 15 8:00 a.m.	-----
	September 22 10:30 a.m.	-----
	October 13 10:30 a.m.	October 6
	November 17 10:30 a.m.	November 9
	December 1 10:30 a.m.	November 22

	January 19 10:30 a.m. January 12 February 16 10:30 a.m. February 9 March 16 10:30 a.m. March 9 (April meeting TBA)	
4	Administrator Visit	Dr. Ray and Carmen Santos will be invited to the Sept. 15 meeting, 8:00 a.m., room A30.
5	Brown Bag Sessions	Fall 2017: October 27 Spring 2018: February 23 DB will request rooms A26, A27, A28, A29, A30 for both days. Sessions will be 3:00 – 4:30 p.m. An announcement calling for presenters needs to be posted on MyGCC. Recipients of PDRC funding will be encouraged to present.
6	Discussion on PDRC IOP, Code of Ethics, By laws and forms	HA will be meeting with Pilar Pangelinan (past Chair) on 9/11 and then will email 2016-2017 documents to members for review. All must be approved at the 9/15 meeting.
7	Budget for AY 2017-2018	\$75, 000 allotment for AY 2017-2018.  \$5,000 cap per applicant.  Go2Knowledge subscription ends on Sept. 30, 2017. Members agreed to renew subscription.
8	Institutional Priorities	Follow guidelines available on MyGCC.

Meeting adjourned at 3:10 p.m. (Next meeting: Sept. 15, 2017, 8:00 a.m. Room A30.)

Minutes by DB

<b>Meeting Agenda</b>			
<b>Committee Name</b>		PDRC Committee	
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<b>Time</b>		8:00 a.m.	
<b>Meeting Facilitator</b>		Hernalin Analista	
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<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	9/8/17 Meeting Minutes	Discuss and approve	
2	Rescheduling of Administrators' Visit	New meeting date/time: 9/22/17 @ 10:30 a.m. Consider questions or issues that we need Dr. Ray and Carmen to clarify or address	
3	Finalize changes to PDRC IOPs, Forms, Bylaws, and Code of Ethics	Discuss each and approve	
4	Midterm Report	Was due Sept. 1; discuss issues to be included in mid-term report	
5	Go2Knowledge	Subscription ends 9/30/17. Annual subscription cost: \$3995; need to determine when a requisition for renewal can be placed.	
6	Brown Bag Sessions: 10/27 & 2/23	Room utilization request placed by DB for A26-30. Reservation of rooms confirmed for both dates. Make call-out to presenters and announce on MyGCC.	
7	Goals	Discuss potential goals	
8	Budget	HA to meet with Carol (Accounting) on 9/15 at 3 pm to request banner access for budget query and discuss current PDRC account balance. Must identify how funds will be allocated.	

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<b>No.</b>	<b>Topics</b>	<b>Action Points</b>	<b>Owner</b>
1	9/15/17 Meeting Minutes	Discussed and approved electronically	
2	Adminstrators' Visit	Issues to discuss: 1. Updates on travel policies and institutional priorities 2. Advanced conditional approvals 3. Go2Knowledge - Can cost be shared? 4. Available funds - Will requisitions for Go2Knowledge renewal and supplies for upcoming Brown Bag activity be honored before Sept. 30? 5. Availability of admin. assistant (Bobbie Blas) to help with committee's administrative needs	
3	PDRC IOPs, Forms, Bylaws, and Code of Ethics	Work order request made for MIS to upload forms	
4	PDRC Announcement on MyGCC	Following to be announced: 1. Acceptance of PDRC applications and submission deadlines 2. Advanced approval 3. Upcoming Brown Bag event 4. Go2Knowledge webinars and on-demand trainings	
5	Submitted applications	1 received	

6	Potential Applicants	2 potentials	
7	Midterm Report	Update: submitted to AVP	
8	Go2Knowledge	Invoice requested, requisition for renewal has been drafted	
9	10/27 Brown Bag Session, from 3 – 4:30 p.m.	<p>Updates:</p> <ol style="list-style-type: none"> <li>1. Call for presenters</li> <li>2. Participant and facilitator registration</li> <li>3. Requisitions to be made for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products.</li> <li>4. Go2Knowledge sign ins and certificates</li> <li>5. Participant and facilitator certificates</li> </ol>	
10	Available Funds	<ol style="list-style-type: none"> <li>1. As of September 15, 2017, available balance is <b>\$52,982.80</b> Breakdown is as follows: Travel: \$43,707.91 Contractual Services: \$4,500 Supplies &amp; materials: \$1,147.52 Miscellaneous: \$3,129.36</li> <li>2. Determine fund allocation for new fiscal year budget.</li> </ol>	
11	Mentoring Workshop	<ol style="list-style-type: none"> <li>1. Should we offer one in November?</li> </ol>	

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1	9/22/17 Meeting Minutes	Vote to approve minutes	
2	Submitted applications	Review and vote on the following applications: 1. J.C. (additional information provided) 2. J.T. 3. W.T.	
3	10/27 Brown Bag Sessions, 3:00 – 4:30 p.m.	1. Presenter and workshop schedule 2. Participant registration 3. Requisitions for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products 4. Participant and facilitator certificates	1. DB, SS, & TC 2. SL 3. HA  4. SL
4	Available Funds	1. Determine fund allocation for new fiscal year budget. Budget has been uploaded. Available balance is <b>\$75,000</b> . Current breakdown is as follows: Travel: \$49,000.00 Contractual Services: \$4,500 Supplies & materials: \$1,500 Miscellaneous: \$20,000.00	
5	Mentoring Workshop	1. Should we offer one in November?	


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1	10/13/17 Meeting Minutes	Approval of minutes	
2	Status of Submitted Applications	Electronic voting done on the following applications: 1. T.U. (tuition reimbursement) 2. R.N. (travel/training) 3. E.J. (tuition assistance) 4. C.C. (travel/training) All applications were approved.	
3	Payback Provision for Tuition Assistance	1. Reconsider use of form or consider merging form with institutional payback provision policy	
4	Meet and Greet Session on November 17, 2017 from 3-4 pm.	1. Updated Mentor/Mentee Listing 2. Food and Supplies 3. Icebreakers 4. Evaluations	
5	Available Funds	Balance as of 11/16/17: \$68,867.00	

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