

Meeting Agenda			
Committee Name	PDRC Committee		
Meeting Room	A30		
Date	September 8, 2017		
Time	2:00 p.m.		
Meeting Facilitator	Hernalin Analista		
Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
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 Repot 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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Meeting Minutes														
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Date	September 8, 2017													
Time	2:00 p.m.													
Meeting Facilitator	Hernalin Analista													
Meeting Attendees	Hernalin Analista, Doreen J. Blas, Tonirose Concepcion, Steve Lam, Jose Munoz. (Sally Sablan – Jury Duty)													
Minutes														
No.	Topics	Action Points												
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 st motion for HS and JS as Chair and Chair-Elect by SL, 2 nd 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. <table><tr><td>MEETING DATE</td><td>DEADLINE FOR APPLICATION SUBMISSION</td></tr><tr><td>September 15 8:00 a.m.</td><td>-----</td></tr><tr><td>September 22 10:30 a.m.</td><td>-----</td></tr><tr><td>October 13 10:30 a.m.</td><td>October 6</td></tr><tr><td>November 17 10:30 a.m.</td><td>November 9</td></tr><tr><td>December 1 10:30 a.m.</td><td>November 22</td></tr></table>		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
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	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

Meeting Agenda			
Committee Name		PDRC Committee	
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Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
1	9/8/17 Meeting Minutes	Discuss and approve	
2	Rescheduling of Adminstrators' 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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Date: 01/21/2015

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Meeting Attendees			
Today's Agenda			
No.	Topics	Action Points	Owner
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	

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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.	Updates: 1. Call for presenters 2. Participant and facilitator registration 3. Requisitions to be made for supplies (flashdrives and sheet protectors), food (Subway sandwiches), water, and paper products. 4. Go2Knowledge sign ins and certificates 5. Participant and facilitator certificates	
10	Available Funds	1. As of September 15, 2017, available balance is \$52,982.80 Breakdown is as follows: Travel: \$43,707.91 Contractual Services: \$4,500 Supplies & materials: \$1,147.52 Miscellaneous: \$3,129.36 2. Determine fund allocation for new fiscal year budget.	
11	Mentoring Workshop	1. Should we offer one in November?	

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No.	Topics	Action Points	Owner
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 \$75,000 . 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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No.	Topics	Action Points	Owner
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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