

**PACTC Meeting Minutes
October 1-2, 2015
Clover Park Technical College**

DAY ONE: THURSDAY, October 1, 9:00 am to 4:00 pm

Attendees:

Cheryl Batschi (Pierce – Fort Steilacoom)
Di Beers (Renton)
Chris Boiter (Pierce – Puyallup)
Lisa Corcoran (Bellevue)
Melinda Dourte (Big Bend)
Janet Franz (Wenatchee Valley)
Melissa Geraghty (Everett)
Dede Gonzales (Cascadia)
Beth Gordon (SBCTC)

Marie Harris (Pierce College District)
Rafeeka Kloke (Whatcom)
Ronda Laughlin (Bellingham)
Cherie Steele (Clover Park)
Diana Toledo (South Puget Sound)
Julie Walter (SBCTC)
Becky Welch (Bates)
Sandy Zelasko (Grays Harbor)

Welcome and Introductions:

Dede greeted the group and brought the meeting to order at 9:00 a.m. Cherie introduced Dr. Lonnie Howard, Clover Park Technical College President, who welcomed PACTC to the college. Dr. Howard shared his background, experiences, and philosophy to the group. PACTC members introduced themselves to Dr. Howard and the group.

Guest Speaker – Maria Agnew, Vice President, Influencing Options

Maria is an accomplished speaker and consultant dedicated to helping individuals and organizations improve communication skills and performance within their work environment. She provided a powerful presentation on “Thriving in the Workplace.” Through her facilitation and humor the group learned the appropriate steps to take when problem solving, having highly respectful conversations, and confronting without conflict. The Powerpoint Maria used as a teaching tool was provided as a handout for members to follow along, and will be posted on the PACTC website. Maria joined the group for lunch and continued her presentation throughout the afternoon.

Group Picture

After lunch the committee gathered for a group photo; which will be sent to all members and posted on the PACTC website.

Committee Discussion:

- **Mentoring/Recognition Committee**
- **Budget Committee** – Melinda requested Rafeeka be added to the budget committee.
- **Program & Planning Committee** – As a reminder there is money available for PACTC members to use for professional development. Members are encouraged to seek and apply training opportunities.

Adjournment

The meeting was adjourned at 4:00 pm

DAY TWO: FRIDAY, OCTOBER 2 – 9:00 to 11:00 am

The meeting was called to order by President Dede Gonzales at 9:00 am.

Business Meeting – President Dede Gonzales

Approval of May 14-15, 2015 Minutes

The motion to approve the minutes from the May 2015 minutes was made by Melinda and seconded by Cheryl. The minutes were approved.

Proposed Change to bylaws – Term for Secretary

Dede suggested changing the term of Secretary from one year to two. After discussion, it was decided that there should be no change at this time.

Approval of Bylaws

No changes were made to the Bylaws at this time.

Payment for welcome/thank you gifts

Members discussed the value of sending and receiving welcome baskets. After much conversation it was decided that welcome baskets will no longer be sent. Instead, a process will be developed where Beth will purchase and send Gift Cards for new assistants *and* retirees.

Committee Reports

Program/Planning Committee

Professional Development/Budget Committee – Melinda expressed her desire to step down as Treasurer of PACTC. Melinda has served the required five-year term and would like to give another committee member the opportunity. Melinda and Rafeeka Klope had a conversation about the position and Rafeeka agreed she would like to step into the role. The group approved of the change.

Mentoring/Recognition

Treasurers Report

Melinda Dourte distributed and provided an overview of the PACTC Cash Statement. Based on the expenditures and balances reflected in the October 1, 2015 statement, there is a current balance of \$16,110.80. See statement for breakdown of expenditures and account balances.

Directory Distribution

The 2015-2016 PACTC Directory was updated by Lisa Corcoran and distributed to all members. Thank you for all the work Lisa put into updating the directory.

Next PACTC Meetings

- The proposed location of the next PACTC meeting is Bellevue College, and will be held May 12 and 13. Lisa will work on the details.

Adjournment

The meeting was adjourned at 11:00 am.

Respectfully submitted,

Chris Boiter
PACTC Secretary 2014-2015