

**PACTC Meeting Minutes
October 21-22, 2016
Yakima Valley College**

DAY ONE: THURSDAY, October 21, 9:00 am to 4:00 pm

Attendees:

Angelique Odom (Seattle Central)	Melinda Dourte (Big Bend)
Cheryl Batschi (Pierce – Fort Steilacoom)	Janet Franz (Wenatchee Valley)
Chris Boiter (Pierce – Puyallup)	Melissa Geraghty (Everett)
Di Beers (Renton)	Marie Harris (Pierce College District)
Lisa Corcoran (Bellevue)	Becky Welch (Bates)
Megan Jensen (Yakima)	

Welcome and Introductions:

Lisa Corcoran and Megan Jensen welcomed PACTC members to Yakima Valley College. Megan introduced Yakima Valley Vice President, Dr. Teresa Rich. Dr. Rich spent time with the group sharing her background and experiences in higher education. Lisa brought the meeting to order at 9:30 a.m.

Special Presentation – Title IX. Yakima Valley College HR Director, Mark Rogstad
HR Director Rogstad provided important information about the Title IX process and shared materials useful for those who are involved in investigations.

Group Picture / Walking Tour

Before lunch the committee gathered for a group photo and enjoyed a walking tour of the beautiful Yakima Valley campus, to include the Larson Gallery.

Special Presentation – Emotional Intelligence. Yakima Valley College Faculty Counselor Richard Schillinger

Emotional Intelligence (EI) is defined as “the capability of individuals to recognize their own, and others’, emotions, to discern between different feelings and label them appropriately.” It is a vital skill necessary in both professional and personal life. Counselor Schillinger discussed the five components of Emotional Intelligence, which include:

- Self-Awareness – the ability to know one’s emotions, strengths, weaknesses, drives, values and goals and recognize their impact on others while using “gut feelings” to guide decisions;
- Self-Regulation – involves controlling or redirecting one’s disruptive emotions and impulses and adapting to changing circumstances;
- Social Skill – managing relationships to move people in the desired direction;
- Empathy – considering other people’s feelings especially when making decisions;
- Motivation – being drive to achieve for the sake of achievement.

The group was given an opportunity to self-assess, including ascertaining our personality type. For a more in depth look at our personality types, there is a personality self-assessment test available at TypeFocus.com. Use password: yvc17 to access the Yakima Valley College page.

Adjournment

The meeting was adjourned at 4:00 pm

DAY TWO: FRIDAY, October 22, 9:00 am to 11:00 am

The meeting was called to order by President Lisa Corcoran at 9:00 am.

Committee Meetings

It was agreed the group would forgo committee meetings due to lack of representation. Melinda requested to be added to the Mentoring and Recognition group. Megan and Angelique need to be added to a committee.

Lisa stated that mentoring is no longer occurring. She is not aware of how we learn of the new assistants when they begin. PACTC members agreed to share information with others when it becomes available.

Business Meeting – President Lisa Corcoran

Quorum discussion

A discussion occurred regarding quorums and the lack of attendance at the meetings resulting in the inability to vote for and/or approve items. The group brainstormed ideas about how to get more our colleagues involved and interested in attending the meetings. Some ideas included:

- * Communicate via video / social media
- * LinkedIn Group – Lisa will create group and send out information
- * The group decided to create a video at the end of the meeting to share with the PACTC group.

Approval of October 1-2, 2015 Minutes

Approval of May 12-13, 2016 Minutes

Since this group was one person short of a quorum, approval of the minutes is deferred until the next meeting.

Committee Reports

Deferred.

Treasurer's Report

No report due to absence of treasurer.

Vote term of Secretary

The term of Secretary needs to be re-evaluated to a two-year term. Chris Boiter will stay in the role until the term is renegotiated and a new incumbent is nominated and voted in.

Vote new Vice President

Melissa Geraghty was nominated to complete the current term for Lisa Corcoran (who stepped into the President role earlier than expect due to the departure of Dede Gonzales) and will then begin the two year term thereafter. Lisa will send out an email for the group to vote on Melissa's appointment in the role.

Approval of Bylaws

No changes were made to the Bylaws at this time; however, the changes will require updates.

Next PACTC Meeting:

- The proposed location of the next PACTC meeting scheduled for May 25 and 26, 2017 is Big Bend Community College. It will coincide the same time the ACT conference is being held. The PACTC group will participate in a social hour with ACT but hold a separate dinner.

Ideas for the next meeting include:

- * Diversity
- * Look at ACT topics
- * Possible portrait session
- * Social media presentation
- * Melinda will need someone to oversee photo booth
- * Megan volunteered her husband to make and bring photo booth
- * Pierce College will bring props (bring banner or something from college)

It was suggested that the PACTC group stay in a different hotel than ACT.

Before the meeting ended the group created a short video which will be sent out to all PACTC members inviting them to attend the next meeting. The video can be found at the following link:
<https://www.youtube.com/watch?v=veubYj17ZI&feature=youtu.be>

Adjournment

The meeting was adjourned at 11:00 am.

Respectfully submitted,

Chris Boiter
PACTC Secretary 2014-2016