

Professional Development Advisory Committee (PDAC)

MINUTES

February 25, 2016

ATTENDANCE:

Co-Chairs (staff): Ruth Goodin and Mary Oleson.

Voting Members Present:

Classified: Eric Sanchez, Shondra West

Faculty: Rosa Armendariz, Erlinda Jones, Christine Kromer

Managers: Carla Rosas

Absent: Kathy Cullar

Staff: Courtney Diputado, Paula Gunder, Janice Townsend

Absent: Rosa Armendariz (F), Mike Becker (M), Kathy Cullar (C), Natalie Hannum (F), Janith Norman (F),

Receiving Minutes: Morgan Lynn (Equity PD Facilitator/Staff)

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| **CURRENT ITEMS:** | |
| **Item #** | **Topic/Activity** |
| Welcome – Mary Oleson opened the meeting at 2:10 p.m. | |
| Public Comment - Ruth Goodin announced that with her new position as “Interim Dean of Institutional Equity & Advancement,” she has been asked (by college President Bob Kratochvil) to join the IDEA Committee, which conflicts with her role on the District-Wide Professional Development Committee (Committee meets every third Thursday from 2-5pm). As she will no longer be on the DW Committee, she is looking for a Manager to fill the position. Mike Becker is a probable candidate and Ruth will follow up with asking him to join. | |
| **Approval of Agenda**  The Agenda was submitted with the following requested modifications. Goodin will report on Item 4 and Jones will report on Item 4.  Janice Townsend made a Motion to Approve the Agenda as modified. Christine Kromer seconded the Motion. All were in favor and the Agenda was approved. | |
| Approval of Minutes of the December 3, 2015 Minutes Eric Sanchez made a Motion to Approve the Minutes of the December 3, 2015 meeting. Carla Rosas seconded the Motion. All were in favor and the Minutes were approved. | |
| **Consent Agenda**   * Ruth – There were two recommendations for the conference review committee from the PDAC Integrated Conference Funding Review Subcommittee. The Applicants are 1) Kristen Conner 2) Eric Sanchez. | |
| **Kristen Conner:**   * **It is recommended that Kristen apply for $1,000 of funds available through the District-wide Management Council Executive Board (MCEB) as soon as possible (found at** [**http://www.4cd.edu/hr/reimbursement/Forms/AllItems.aspx**](http://www.4cd.edu/hr/reimbursement/Forms/AllItems.aspx)**) and that the remaining $743 be paid with PDAC funds. If the MCEB rejects the request, it was recommended that PDAC fund the full amount.** * Total Cost Requested: $1,743 * National Career Development Association Conference in Chicago, IL * June 29 – July 2, 2016. * Kristen will learn about the latest/newest services, tools, and techniques in providing career development to students. She will connect with relevant career tool vendors to seek out options for implementation at LMC. The conference will benefit the college as she plans on implementing new knowledge, services, and skill into Transfer and Career Services. In addition, the conference will provide her with the necessary continuing education hours needed to maintain her certification in the career development field. She will share her learning with the staff and managers in her division at relevant meetings for further discussion and brainstorming as to what can be implemented at LMC.   **Eric Sanchez:**   * **It is recommended that PDAC fund this proposal at $816.50.** * Total Cost: $1,066.50. The Art Department will pay $250 of this total cost and $816.50 is being requested. * Southern Graphics Council International 2016 Conference in Portland, OR * March 28 – April 1, 2016 * Eric will focus workshops that will prepare LMC for innovative approaches to printmaking at LMC within the next academic year, and laser cutting practices for LMC as well as seeking out transfer colleges and universities for LMC transfer students. He will research practices and techniques that he can bring to eh classroom and equipment. Eric will share information from this conference that will directly supplement curriculum for LMC.   Christine Kromer made a Motion to approve and forward the recommendations to the College President. Erlinda Jones seconded the Motion. All were in favor and the Motion was approved. | |
| **On-Going Business – PDAC Budget Update**   * Ruth – PDAC Budget handouts were reviewed. Mary noted a calculation error and stated that a revised budget will be sent out following the meeting.   Health and Wellness:There have not been a lot of expenditures (besides the proposal coming in today for ….. There will bean Employee luncheon with an expense of \_\_\_\_\_\_\_\_\_\_.  Technology : Ruth and Mary have discussed bringing together the PDAC Technology subcommittee Committee along with members from TAG and Distance ED) to talk about looking at technology training needs in addition to D2L. This was postponed since there have been tech workshops happening including Smart Classroom and Clicker Use trainings. She will speak with each of the chairs and if nothing comes up, she recommends moving money to general Conference funds. It was suggested that conference funding for technology be given priority when using the money PDAC has allocated for Technology. An update report on Canvas was requested by members. The subcommittee will discuss the options and bring back a recommendations at March 31 meeting.  Sub-committee Updates and Proposals  Health and Wellness   * Mary - There have been communications with the District’s new Risk Management Manager who is writing new policies, procedures and criteria for moving ahead with the Health and Wellness activities involving exercise and webinars. There are concerns about the time of day, access by employees, etc. Herb Lester has approved the Fast Food Nation movie screening and discussion. Marie Arcidiacono has done these sessions before and has had great results. Marie is asking for 3.5 hours prep time (1.5 hrs.) and attendance (2 hrs.), $75.00 for supplies for healthy refreshments during this lunchtime activity (12:00 pm – 2:00 pm) and $125.00 for printing invitations and travel. There was discussion about outside printing costs and a committee member verified that the cost was appropriate. Mary will check with Justin about possibly printing the colored flyers in the copy center at LMC in the future. Eric makes a motion to approve the request pending a decision on compensation. Erlinda Jones seconded. All were in favor and the Motion was approved.   Teaching and Learning   * Paula - Spending will depend on a determination by EXITO of what items are appropriate for their funding guidelines for the 2015-16 budget. Ruth will send out an email regarding her report. Paula is looking into “Teaching squares” and peer observation, mentoring. Paula spoke on shadowing colleagues and students to help develop mentoring for faculty and staff. Janice suggested going to the senates and getting them on board. Do prototype to see the outcome of learning communities. Paula is open for options as Exito money needs to be used. She will report out and make package of marketing ideas. Ruth reported there is funding for mentoring being discussed by PDAC, RAP, and EXITO. Ruth reported that Paula prepared a “deliverable report” on this and will send it out to committee members. The Professional Learning Facilitator is currently at 25% through RAP but has been submitted for 2016-17 for 50%.   Leadership   * Shondra – The Classified Senate is considering inviting Dr. Thomas Brown to speak to Classified during a special session. The $2,000 allocated by PDAC to Classified Senate would be used for this activity. The goal is to formulate a process for building better relationships with other groups on campus. Other ideas being considered are: 1) FISH – how to create great working relationships and environments. Shondra also spoke on doing a stress management activity. Shondra will find out if it’s for everyone or just classified senate. Mary added that activities that include health and wellness will need to be run by Herb Lester at District. * Mary - Training for faculty, staff, and managers in areas of leadership and professional development are being discussed by a small group including Tara, Paula, and Mary. Tara is a member of the 4CDLI and has share her thoughts regarding possible goals in these areas for LMC, including crossing over to teaching and management for all. There is a similar discussion going on by Dr. Jones at the District office and Mary will ask that he be added to the next DW-PD agenda for an update on his findings.   Orientation   * Ruth – Ruth announced that the New Orientation Luncheon may be on March 28th. There is a long list of new employees with about 99 new adjunct faculty. Ruth spoke on possibly using next year’s budget to help with planning for a reception for Fall adjunct faculty - Erlinda, Janice, Rosa, Ruth & Ryan have indicated an interested in working on this. Carla, Kathy Cullar, and Hannah have volunteered to work with Ruth in coordinating the New Employee Luncheon. Kathy Griffin and Kathy Cullar are working on compiling a complete list of new employees to be invited.   -PD Compensation Policy Conversation   * Erlinda – A working group including Mary, Ruth, and Shondra reviewed 2011 Internal PDAC Compensation Policy. A few notable items that need to be discussed further: 1) Payment/stipends for Coordinator(s) or “leads” of Focused Flex Day 2) Follow up with Business Office on Classified compensation, including overtime for professional development work (Ruth to follow up and report back) 3) Is the activity a “project” submitted to PDAC for funding. Additional suggestions include: 1) Set priorities for how compensation is allocated 2) Create a mini-proposal process for funding the assignment of “leads” to do projects, and attach each project to the appropriate PDAC categories 3) Remove the word “staff” and use the word “Classified”. 4) Put employment categories in alpha order. * -Opening of Professional Learning Space * Paula – The technology for the space has not yet been received or installed. There will be a soft opening for the new space in L215 in the library and suggested using space for the next PDAC meeting. Several groups have met there already. Paula, Ruth, Courtney, and Mary can schedule activities in the space. * -4CSD Conference Attendees and Funding * Mary – There will be a 4CSD conference on April 7-8 in Claremont, CA (Southern California. If anyone is interested in attending, please let Mary know. A proposal for funding will be submitted to PDAC for interested/available PDAC members (Diputado, Oleson, Tatmon, and West). There may be additional funding from the DW-PD Committee which will meet in mid-March. * -District-wide PD Report * A group at the District office has been working on designing a health and wellness activity for all campus that would include components such as mindfulness, yoga, stress relief, exercise, etc. CCSIG will be doing a 2-hour preview presentation at the next DW-PD meeting in March.   Janice reminded members that Veronica Neal will be giving a presentation at the Monday meeting, March 11, 2-4 p.m. in the Recital Hall. The presentation was originally planned for Opening Day, in January, 2016, but was unable to be scheduled.  Mary have a report on the feedback from the Flex week surveys. (See document sent out prior to meeting).  Courtney and Rashaad’s workshop was very highly rated and well-attended. Other feedback highlighted the need for more technology trainings. People also rated highly those workshops that were interactive and collaborative.  Next Meeting is March 31st in the PD Center. Shondra reported that she will not be in attendance at the March 31 meeting. | |
| With no further time, the Meeting was adjourned. A meeting of LPG began after a brief break. | |