# **Professional Development Advisory Committee (PDAC) MINUTES**

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April 24, 2014 (2:00 – 3:15 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Demetria Lawrence, Student Life;

**Faculty present:** Rosa Armendariz, EXITO; Clint Ryan, Math; Erlinda Jones, Child Development;

**Managers present:** Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair;

**Students present:** Hannah Tatmon (Note-taker)

**Guests present during Public Comment:** Gary Walker, Senate Speaker for Allies; Demetria Lawrence, Student Life

**Staff present:** Mary Oleson, Admin Assistant/Professional Development Coordinator/PDAC Co-Chair

**Absent from today’s meeting:** Dave Belman, Dean, Student Services; A’kilah Moore, Dean, Math and Science; Eric Sanchez, Art/Journalism/Drama (Classified; Michael Becker, IT.

# **Note**: PDAC and LPG meetings may be scheduled on the same days; however, the Agendas will be listed separately. Voting on PDAC will be by consensus vote by members present. LPG has invited Classified and Student members to join the mandated six (6) faculty members and six (6) manager structure. While Classified and Students do not have an official vote per UF contract, consensus voting by all members will be the method of input, review and approval. An official vote of faculty and managers will be taken if necessary.

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|  | **Agenda Item** | **Record of Discussion** | ***Outcome (Report Out, Discussion, Decision/Action)*** |
| 1  1 | **Welcome/Announcements/Approvals of Minutes and Agenda**  **Membership**  **Public Comment** | Mary Oleson welcomed the group and reviewed the Meeting Agenda which was approved. Minutes of the March 27 meeting were reviewed and there were no changes. There was no vote due to lack of quorum, therefore, the March meeting Minutes will be reviewed at the May meeting.  There is currently a faculty vacancy to replace Clint Ryan. Mary reported that she is not sure of the status of Melina Rodriguez’s intent to join PDAC. She was approved by the Classified Senate for the Sp14 semester as an hourly Classified Senate rep and the approval will need to be reviewed each semester. Ruth will follow-up with the Classified and Academic Senates and Mary will follow-up with LMCAS for a student representative. Ruth will also follow-up with Michael Yeong to find out if he will be able to continue with PDAC after noting several of his absences from the meetings.  Gary Walker (garysimeon.walker.icloud.com), candidate for LMCAS President for 2014-15 was present to announce an activity in the fall, 2014 semester hosted by the LMC Club Allies and the “Mock Committee”. They are excited to be working on plans to bring Janet Mock (a writer, an advocate and *the New York Times* bestselling author of [*Redefining Realness: My Path to Womanhood, Identity, Love & So Much More*](http://janetmock.com/books)), to the campus from New York City on September 13, 2014 to share her experiences and knowledge with the campus around equity and diversity. They are hoping to host a book signing also. A suggestion was made to tie this opportunity into the continuing work of Looking In-Looking Out (LILO) who will be meeting again before the end of the semester. Staff working with Gary include Dave Belman and Jeff Mitchell, and hope to partner with PDAC also. Students are also expected to participate in the planning and hosting of the event. Gary hopes that the event will tie in nicely with the new course on human sexuality starting and the LGBT campus pride index survey currently taking place. Gary will also be visiting the IDEA committee and is working with Silvester Henderson on sculptures and art for the day. Gary would like a PDAC member to be on the planning committee for the event to help get others involved and to promote the event with faculty and staff. | Agenda Approved. Minutes will be approved at the next meeting.    Ruth will contact Silvester Henderson regarding a PDAC presentation at a future Academic Senate meeting. |
| 2 | **Budget** | There was a question about whether PDAC could roll over its unspent funds to the new academic year. Ruth reported that she was recently told by the college president that this is a possibility; however, the Business Director indicated that there are regulations in place that do now allow the funds to roll over.  The Conference budget is overspent by a small amount. Once the final reimbursements are paid out to conference attendees, a final report will be submitted for 2013-2014. | Ruth will keep the committee apprised of the budget status. |
| 3  3 | **PDAC Subcommittee Report-Outs**  **Teaching and Learning Funding Proposal**  **PDAC Subcommittee**  **Report outs, continued**  **PDAC Subcommittee**  **Report outs, continued**  **FOCUSED FLEX ON INNOVATIVE TECHNOLOGY UPDATE** | **TEACHING AND LEARNING** - Subcommittee Co-Chairs Erlinda and Rosa reported that they have been actively recruiting and doing outreach and the subcommittee has been busy. There are a total of 12 members of which 8 are new members outside of PDAC. The subcommittee has been busy writing a draft job description for the new Professional Learning Facilitator for Faculty which will also be presented at the TLP, Academic Senate, and Cabinet.  Rosa Armendariz, Subcommittee chair, submitted a funding proposal for $300.00 for May 2 (lunch) and May 5 (dinner) to gather adjunct faculty for a meal and to gather and listen to feedback about their needs and what kind of support they might need while they are new. The money will be used for approximately 30 adjunct faculty at an estimated $10/per person. Clint Ryan may co-host the sessions.  ***Ruth Goodin made a motion and Clint Ryan seconded the motion to approve up to $500 for the two events. All present were in favor of funding the request.***  **Nexus** - Rosa and Ruth met with Kevin Horan to begin working with the Office of Instruction on developing a Nexus program and an enhanced orientation. There are 10 new faculty starting in fall, 2014 and they would like to see a more comprehensive orientation and support for new faculty.  **Orientation/Appreciation Lunch for New Employees** - Mary Oleson reported on the Appreciation Week/ Lunch (Week of April 21/April 23) which was co-hosted by PDAC, Habits of Mind, the President’s Office, Classified Senate and a Campus-planning team. The week’s activities continue through Friday, culminating with a Root Beer Social hosted by Classified Senate, and a drawing of employees’ “Appreciation tickets” for prizes. The luncheon was food provided by Muscle Maker Grille in Antioch. Events will also include a separate BBQ this Friday to accommodate the Custodians who work a night-time In addition, since there was not a separate luncheon planned for the new employees for the spring, 2014 semester as is often done, special acknowledgement of the new employees was made with balloons tied to their chairs, introductions, and $15 gift certificates to the Bookstore.  **HEALTH AND WELLNESS:**  **Employee Vegetable Garden** - Mary reported that the garden project is moving forward with Lisa McFarland as the Garden Chair. Committee members were invited to view the garden setting at the back of the Nature Preserve. Fresh water has been brought to the site and staff volunteers are getting the garden ready for planting. They will be letting staff know about next steps. They will also be **Employee Vegetable Garden (continued)** getting the word out on how one can participate with the Employee Garden. However, we are still waiting for the official notification of “Let’s plant!”  **Hoop It Up for Health (CCCSIG) Exercise Program**  -  Annica Soto, chair of the Health and Wellness Committee did a great job coordinating the CCCSIG “Hoop it up for Health” exercise program. She has also scheduled workshops through John Muir Health Group. Mary nominated Annica Soto for an award as an outstanding CCCSIG Health and Wellness leader and asked others to do the same and she WON! Annica will be featured in the District’s newsletter and had her picture taken with the college president which was included in the article.  Kim Wentworth (Librarian and D2L Coordinator) and Melina Rodriguez are co-chairs for the Fall Focused Flex on Innovative Technology scheduled during Professional Learning (Flex) week on August 13, 2014. Supplemental funding options are being looked into by Ruth and Mary is working with the PDAC Technology Subcommittee to gain approval for up to $1,000 from the 2014-2015 budget (if funds cannot be rolled over from the 2013-2014 Technology Subcommittee’s budget.) If anyone is interested in working with the planning committee on Focused Flex on Innovative Technology, they are asked to contact Kim Wentworth, Christine Park, or Melina Rodriguez. | Report-Out  Review and Approval  Report-Out  Report-Out  Report-Out  Report-Out  Report-Out |
| 4 | **Conference Review Subcommittee** | There were no conference funding requests submitted for review. The Conference Review subcommittee and staff will be working on creating a list of conferences that have been funded in the past and will likely require funding again such as A2Mend, Strengthening Student Success Conference, Latina Leadership, other annual conferences, etc. There will need to be a plan to prioritize these needs. |  |
| 5 | **Next Meeting** | Members noted that the last meeting of the semester is scheduled for May 22. Graduation is May 21st and some members may have already left for the semester. It was suggested that the final PDAC meeting be held on May 21 and no LPG meeting will be scheduled (noted that Janice is not available on May 21). |  |
| 6 | **MEETING SCHEDULE**  **2013-2014**  **All meetings are in L-105** | Meeting Dates for 2013-2014:   |  | | --- | | ~~May 22, 2014~~ Changed to Wednesday, May 21, 2-3 p.m. | |  |
| 7 | **Carry-Overs** | Recognition  Student Success Task Force  Membership review (May, 2014) |  |