**PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE (PDAC)**

**MINUTES**

### September 28, 2017

Members present: Josh Bearden (F), Sharon Goldfarb (M), Erlinda Jones (F), Eric Sanchez (C), Carla Rosas (M), Shondra West (C)

Members absent: Courtney Diputado ©

Staff present: Mary Oleson (C), Sabrina Kwist (M), Eric Sanchez (C)

Staff absent: Hannah Tatmon (C), Tess Caldwell (F), Janice Townsend (F)

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| **Topic/Activity** | **Information/Discussion/****Action/ Follow-up** |
| 1. **Welcome**

Mary Oleson opened the meeting at 2:10p.m., with a quorum present. It is noted that Sharon Goldfarb is joining PDAC as a Management representative and Josh Bearden as a faculty representative. Janith Norman has also indicated an interest in rejoining the committee as a faculty representative. The three new members would replace outgoing members Janice Townsend (F) and Michael Becker (M) and Margaret Kenrick (F/C). There continues to be an opening for a third representative from Management to replace Kristin Conner. It was noted that if PDAC was held on a day other than Thursday, faculty representatives from Nursing would be available to attend. (They are in “clinicals” on Thursdays.  | Information |
| **Consent Agenda** 1. **Approval of Agenda**

Carla Rosas made a Motion and Erlinda Jones seconded the Motion to approve the Agenda. All were in favor and the Motion was approved.1. **Approval of March 23, 2017 Minutes**

Shondra West made a Motion to approve the March 23, 2017 Minutes. Erlinda Jones seconded the Motion. All were in favor except abstaining members Carla Rosas (not present at meeting) and Josh Bearden (not yet a member) 1. **Conference Funding Recommendations**
2. Jeffrey Matthews – National LGBTQ Task Force Annual “Creating Change” Conference, January 24-28, 2018, Washington, D.C. $1,499.   The PDAC Review Subcommittee recommends funding this request with PDAC funding.
3. Marie Arcidiacono – Western States Communication Association 89th Annual Conference, February 16, 2018 – February 19, 2018, Santa Clara, Ca.   The PDAC Review Subcommittee recommends funding this request with PDAC funding of $1,153.81.
4. Silvester Henderson – 2018 Diversity, Equity, and Inclusive Democracy, the Inconvenient Truths.   March 22-24, 2018, San Diego, CA.   The PDAC Review Subcommittee recommends funding with 50% from PDAC and 50% from Equity, total $1,500, with a request from the Review Subcommittee that he supply information on how his attendance at this conference will create specific actions at LMC and an agreement to share-out information related to the A, B, and C questions noted in his proposal at an Equity-focused presentation, in collaboration with the Equity and Inclusion Office.

*Erlinda Jones made a Motion to approve the recommendations by PDAC to the College President for approval. Shondra West seconded the Motion. All were in favor and the Motion was approved.*  | Action |
| **New Business**1. **Mini-Grant Recommendations and Discussion (Summary – Hand-out and email)**

Liz Green/Melissa Pon – LGBTQ Comedy EventThe request for a PDAC mini-grant of $1,000 was reviewed. It was noted that the college cannot pay for non-employees’ rental of a vehicle due to liability issues. It is recommended that each performer/comedian be paid an Honorarium for a total of $1,000. *Carla Rosas made a Motion to approve the mini-grant request and Shondra West seconded the Motion. All were in favor and the Motion was approved.* Josh Bearden – Teaching Diversity and Global Independence at LMCThe PDAC Review Subcommittee recommends that the mini-grant ($1,000) request be reviewed by the Equity Mini-grant Professional Learning Facilitators in October (not present at the September PDAC review meeting) for consideration of funding by Equity.  PDAC has approved the mini-grant for PDAC mini-grant funding if it is not approved for an Equity Mini-grant. (Eric Sanchez stated that a separate proposal for the Equity Mini-grant is not required. Excerpt from proposal and outlined by Josh at meeting: “*The GE committee is currently in the process of completing the program assessment for the general education program. We are including GE SLO #5: "Possess a worldview informed by diverse social, multicultural and global perspectives." The committee will release our report to the campus community in Spring 2018. After the assessment has been made public, the GE committee will then lead a series of conversations with faculty/staff regarding how we have been teaching diversity and global perspectives and suggestions for how we can improve the teaching of this SLO in the future. As part of these campus conversations, we would like to invite one or two professional consultants to speak with faculty and staff about how we can improve the teaching of diversity. We are currently exploring the possibility of having the spring focused flex center on one of these**consultants/campus conversations.”* Josh added that this will be a one of a series of events/flex workshops that we will lead. For example: Scott Hubbard and I will lead a separate flex activity to share what we learned from a conference on Diversity and Global Engagement that we will attend in October 2017. The funds that are approved will be used as honorariums for the speakers/consultants. There will be additional events held throughout the semester (Variable Flex activities). In addition, they would like the topic to be considered as the topic for Focused Flex. *Eric Sanchez made a Motion to approve the GE Committee’s request for a PDAC Mini-Grant up to $1,000, noting that the proposal will also be considered as an Equity Mini-grant (one or the other). If Equity funds the mini-grant proposal, then PDAC will not. Dean Kwist will meet separately with Josh, et al. to discuss assessment metrics noted in the proposal. Carla Rosas seconded the Motion. All were in favor, with Josh Bearden abstaining.* Mary requested that the PDAC Mini-grant recommendations be included on the Consent Agenda for future meetings. Members were in support of her request.  | Information/Discussion/Action |
| 1. **Health and Wellness (Hand-out and email)**

Mary distributed an update on discussions the Health and Wellness subcommittee is having about activities for the 17-18 academic year. Sharon Goldfarb has joined the subcommittee and reported that she is working with the subcommittee and President Bob on giving a presentation at a Monday meeting on “Social Determinance of Health”, curriculum which she has used at UCSF and her students. The topic shares the belief that factors such as where you live, stress, pollution, fast food, etc. have a greater effect than genetics in mortality. LMC Nursing students may also be giving BP checks and offering flu shots to employees. Erlinda added that “diverse” holiday foods should be added to the healthy holiday foods concept for the President’s Christmas gathering. | Information |
| **Classified Nexus (Hand-out and email)**Mary Oleson reported on the Classified Nexus Pilot Project proposal that was approved by the DW-Professional Development Committee for 17-18 for $7,500 for district-wide/local activities focused on the professional development needs of Classified. Sabrina stated that the proposal was formulated based on feedback from a survey sent to all Classified, including those that attended the Tom Brown Classified event “A Special Day with Tom Brown – with a focus from leading from where you are”, on June 20, 2017. She added that there are also discussions happening around enhancing managers’ training. Sabrina would like the outcome of the pilot project to include PDAC member participation, with members choosing a way they can be involved, and a report-out on the Classified Nexus Pilot Project at the end of the year. The following members volunteered and noted the part of the project they are most interested in working on:Eric Sanchez: Session 3/not sure if he can commit to helping with district-wide coordination; Erlinda Jones: Just let her know where and how she can assist; Shondra West: Session 2/interested in coordinating in district-wide coordination; Carla Rosas: Interested in all phases of the project; Josh Bearden: Suggested looking at the Guided Pathways Model for campus integration; He is available as needed; Sharon Goldfarb: Mentioned that there is no Session 4: Health and Wellness! She may come to the first planning meeting and can help set-up and clean-up as needed. Mary will begin developing the project timeline and next steps. | Information/Discussion/Follow-up |
| **Adjournment**With no further business or time, the meeting adjourned at 4:00 p.m. The next meeting will be held on Thursday, Nov. 30, 2017, from 2:00 – 3:30 p.m. with the Local Planning Group for Flex (LPG) immediately following from 3:30 – 5:00 p.m. for SP18 Flex proposal and schedule review and approval.  |  |