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

# Please visit InSite/Committees/PDAC for copies of all PDAC related documents.

August 26, 2013 2:00 – 3:30 p.m. (LPG followed from 3:30 to 5:00 p.m.)

**ATTENDANCE: Classified present:** Kathy Cullar, Outreach; Demetria Lawrence, Student Life; Eric Sanchez, Journalism/Drama/Art.

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

**Managers present:** Michael Becker, IT Manager; Dave Belman, Interim Dean, Student Success; Ruth Goodin, Manager, Office of College Advancement/PDAC Co-Chair; A’kilah Moore, Dean, Math and Sciences;

**Students present:** None

**Non-Voting Staff to Committee:**  Mary Oleson, Admin. Asst./PD Coord./PDAC Co-Chair.

**Absent from today’s meeting:**

# **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 | **Welcome/Announcements/Introductions** | Mary Oleson welcomed the group and submitted the Proposed Agenda for the Day. Minutes from the May meeting are posted on InSite and are available for review.  New members introduced: Dave Belman, Interim Dean of Student Success, representative for management staff. Kathy Cullar, Admin. Asst. for Outreach, returning representative for classified staff. | Agenda Approved with minor changes.  New Members Introduced. |
| 2 | **Conference Review Subcommittee Recommendations**  **Conference Review Subcommittee Recommendations, continued** | Eric Sanchez reported on the Conference Subcommittee’s recommendations for August.   1. Kasey Gardner, the Amazing Meeting in Las Vegas, July, 2013. This request was originally recommended for denial in April, 2013. Kasey returned to the May 23 meeting to provide feedback on the decision. The request was forwarded to the Review Committee again in June by Mary Oleson--there was no follow-up by the committee. The Subcommittee will discuss the request again before the September 26 meeting. 2. Silvester Henderson’s request to attend the National Council on Black American Affairs Leadership Development Institute (NCBBA) being held in Pittsburgh, Pennsylvania on October 13-18, 2013 was reviewed and recommended for funding as follows: A maximum of $1,409.10 for travel ($389.60), lodging (769.50), and  for meals ($150.00) not covered by the NCBAA conference to attend the Institute  It is noted that Chancellor’s Benjamin’s office is paying for the registration fees totaling up to $1,500.  \*It should also be noted that meals cannot be reimbursed during sessions where meals are provided by the Institute hosts.   In addition, a campus-wide share-out will be designed with Silvester upon his return. Ruth Goodin volunteered to follow-up with Silvester and tentatively plan a Lilo brown bag share-out. It was also agreed that Eric Sanchez will provide Mary Oleson with a written recommendation from the Subcommittee on all recommendations to bring to PDAC. 3. The Subcommittee will continue to discuss pending conference funding issues including rubrics, criteria, caps on funding, etc. Rosa reported that EXITO will continue to fund grant-appropriate activities as they are presented to PDAC and reviewed by the Conference Funding subcommittee. There is less money available through EXITO than in past years. 4. Traditionally, there has been $10,000 budgeted for PDAC conference funding (see budget below in Item #4). This has not been fully spent each year (District $ is spent first, unspent balance goes back into LMC general fund) because the EXITO grant has supplemented funding of appropriate conferences related to transfer. In addition, other professional development funds can be utilized through other grants including the SB70 state grant. PDAC Conference funding is requested after all other funding options are utilized (departmental funds, grants, etc.). 5. The LMC President’s cabinet is excited about the Strengthening Student Success (SST) Conference coming up in October 9-11. There are 28 staff members invited to attend, including (7) Classified, and members of faculty and management. 6. Rosa Armendariz and Dave Belman will not be attending the SST Conference because they will be presenting, along with Ryan Pedersen, at an HSI Summit at Woodland Community College in September, focusing on LMC’s EXITO program. They will also be presenting at the CUE Conference at USC along with Joellen Hiltbrand and Ryan Pedersen on: Organizational Learning and Change: A Case Study on October 10 at the Equity, Effectiveness and Excellence Conference. LMC’S equity initiative will be examined as a case study for the good, the bad, and everything in between! 7. Mary Oleson will send a follow-up survey monkey to each person funded by PDAC upon their return. This request will be forwarded to the college president for final review and approval. | Recommendations given by Conference Subcommittee.  Item to return to Sept. 26 meeting.  Recommendation made for approval (see discussion)  Report out  Report out  Report out  Report out  Follow-up action required (Oleson) |
| 3 | **PDAC Goals and Objectives (formerly the Strategic Plan)** | Ruth Goodin reported that the approved (May, 2013) Final copy of the PDAC Goals and Objectives will be posted up on the PDAC Committee InSite space for your reference. Please provide any comments to Ruth regarding this document. | Follow-up Action required (Goodin/All) |
| 4 | PDAC Subcommittees - History of Committee Structure and Budgeting  **PDAC Subcommittee Report-Outs:**  **Leadership**  **Teaching and Learning Committee**  **Health and Wellness Subcommittee**  **Technology Subcommittee**  **Looking In-Looking Out**  **SUBCOMMITTEE Structure and Commitments** | Mary Oleson provided a brief history of the subcommittee structure of PDAC and the associated funding allocations. The DW-Professional Development annual survey structure was used to align and categorize LMC’s professional development activities and funding. This structure is used throughout many of the decision-making, prioritizing, and funding steps of PDAC in addition to the PDAC Professional Development Outcomes and College Goals. Last year (2012-13-see below) the budget was $20,160 ($12,500 from District and $7,660 from LMC General Funds allocated by the President- see below). The same budget total has been allocated for 2013-2014.  2012-2013 Budget:  $12,500 from the District  $7,660 from LMC.  $20,160 Total Revenue   * Leadership-Orientation 2,540 * Nexus 0 * Technology 2,540 * Teaching and Learning 2,540 * Health and Wellness 2,540 * Conferences 10,000   A budget with detailed breakdowns for each subcommittee will be presented at the September 26, 2013 meeting.  Please note: If you are not already on a committee, please select one or more to join and participate with based on your unique skills, knowledge, or general interest!  Ruth Goodin reported that the college president, Bob K. is interested in offering another LMC Leadership Academy in fall, 2014. The first one was offered in fall, 2011 and was facilitated by Ruth Goodin and Bruce Cutler. The District also offers a different district-wide leadership Academy which is on an alternate schedule from LMC’s. The proposal and request for funding of the LMC Leadership Academy would be brought to PDAC for approval prior to its promotion. The participants of the first leadership graduates would be asked to assist in the design of the 2nd academy.  Erlinda, Rosa and Ruth are the current members of the Teaching and Learning subcommittee (different from the campus-wide TLC). Topics for the upcoming first meeting include:   * In a previous year, welcoming gifts were purchased for adjuncts (items from the bookstore, etc.) and personally delivered by PDAC members (Rodriguez, Ybarra, etc.) * Nexus - PDAC approved $1,150 at the May, 2013 meeting for the 2013-2014 budget for Nexus Lite for new full-time faculty. Cindy McGrath will be facilitating the group which will meet two (2) hrs/month in fall, 2013 and once during spring, 2014 for a potential of up to 10 hours of Flex credit. Much of the content will be designed and based on the self-identified needs of the participants. The purpose is to assist faculty in feeling more comfortable and effective in their roles as new faculty both as educators and as members of the broader LMC community. Cindy McGrath would like a PDAC member to come and talk to the group during the semester. The new faculty members are Tawny Beal (Business), Liz Abril (Counseling), Luis Morales (Counseling), and Penny Wilkinson (Business). * There is also continuing and increasing interest in providing additional support to adjunct faculty throughout the semester. While PDAC may not oversee this process, it may assist in “kick-starting” this initiative. The possibility of a focus group for adjunct faculty has been suggested.   **Veggie Garden -** Mary and Ruth reported that plans are proceeding for an Employee Veggie Garden. A proposal was submitted prior to the end of the spring, 2013 semester for initial start-up needs from the Health and Wellness subcommittee budget totaling $1,725. A fence and its installation were donated by Atlas Fencing. An up-to-date budget accounting is needed and a new proposal is needed for the current year. Lisa McFarland is requesting $300 ($150 each) for the student/hourly workers, Mark Asher and Mickey (Mike) Williams who have been instrumental in providing information, ideas, and guidance, as well as the installation of water pipes to the garden.  ***All were in favor of paying a $150 stipend each (Total $300 plus 1.9% taxes) to Mark Asher and Mike-Mickey Williams for their garden consultations and labor.***  Contra Costa Schools Insurance Group “Road Trip” Exercise Program for fall - Mary Oleson reported that plans are underway to offer another campus-wide exercise program that will begin in early October. There are typically 25-30 participants each semester.  **Employee Orientation Luncheon** – Mary gave an overview of the history over the last three years of New Employee Orientations, ranging from all day campus information sessions and lunch to a tour of the campus and visits to the Learning Communities. She reported that a Lunch and Orientation for new Employees did not take place during the spring semester because the original plan to tour the new construction area had to be discontinued due to construction scheduling and safety issues, among other issues. Mary would like to include the spring, 2013 new employees at the fall, 2013 Lunch and Orientation. The committee discussed other potential invitees including long-term hourlies (one year). Members indicated that the Orientation that included tours of the Learning Communities (LMCAS, MESA, Welcome Center, Umoja, …..) were valuable and could be repeated. The group thought that mid-semester, end of September, early October would be a good time to schedule the event.  Employee Mentoring - Employee mentoring was discussed in relation to the Orientation of new employees. Suggestions included casual brown bags for an information exchange and the possibility of mentoring being designed and offered as a project of the fall, 2014 PDAC Leadership Academy.  Mike Becker reported that D2L continues to be a college-wide focus for technology. Kevin Horan is overseeing the training needs of faculty and IT is setting up the course sites as requested and supporting the technical needs of the transition from Blackboard to D2L. Sandy Jones is giving trainings and holding weekly drop-in labs all semester. The PDAC Technology Subcommittee will be meeting to address other technology training needs of the campus and will report back with an update.  The Looking In-Looking Out Planning Team will be meeting next week to review the Focused Flex day and the evaluation feedback. No PDAC funding is being requested at this time. Funding for recent and current activities is being provided from $5,000 for the RESPECT campaign applied for through Federal Glover’s office (Keller Canyon Grant). The college president is looking at an institutional home for the LILO committee and its activities.  The group decided that the current sub-committee structure that is based on the identified focus “strands” should continue and that funding requests would continue to come to PDAC as a whole through the PDAC Resource Request funding process. (see form on InSite).  A call for new and continuing commitments by PDAC members to the subcommittees was made and is as follows: (Please note that others on campus can be active members of the PDAC subcommittees)  Teaching and Learning  Rosa Armendariz  Ruth Goodin  Erlinda Jones  A’kilah Moore, when available  Leadership  Ruth Goodin  Demetria Lawrence  New Employee Orientation  Dave Belman  Kathy Cullar  Mary Oleson (staff)  Eric Sanchez  PDAC Conference Subcommittee  Eric Sanchez, Chair  Rosa Armendariz  Ruth Goodin  Erlinda Jones  Mary Oleson (staff)  Technology  Mike Becker  Kathy Cullar  Mary Oleson (staff)  Clint Ryan  Yongmin Zhu  Health and Wellness  Mary Oleson (staff)  Annica Soto (Chair)  Lisa McFarland, (Informal Asst. Chair)  Justin Nogarr, (Informal Asst. Chair) | Report out  Follow-up Action Required (Goodin/Oleson)  Report-out and Follow-up by Subcommittee needed.  Report out and Follow-up by Subcommittee  Report-out and Follow up by Subcommittee  Follow-up and Action required by Subcommittee members  Report out. Follow-up and Action by Subcommittee members  Report out. Follow-up and Action by subcommittee members.  Decision and Action by Subcommittees  Sign up for Subcommittee-Recommit |
| 5 | **Budget** | A recommended budget for 2013-2014 will be submitted at the September 26 meeting allocating.*PDAC discussed and approved a budget for the New Employee Orientation lunch up to $700.* | Report out. Follow-up Action Requred (Goodin/Oleson)  Decision |
| 6 | **MEETING SCHEDULE**  **2013-2014 -All Meetings are in L-105** | Meeting Dates for 2013-2014   |  | | --- | | Sept. 26, 2013 | | October 24 | | December 5 | | January 23, 2014 | | February 27, 2014 | | March 27, 2014 | | April 24, 2014 | | May 22, 2014 | |  |
| 7 | **Carry-Overs** | Recognition  Student Success Task Force  Membership review (May, 2014)  Charges and Report to SGC |  |