

**Professional Development Advisory Committee (PDAC)**

### MINUTES

March 26, 2015

**ATTENDANCE:**

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

Staff: Paula Gunder

Voting Members Present:Classified: Kathy Cullar, Courtney Diputado (staff), Eric Sanchez, Shondra West

Faculty: Janith Norman

Managers: Michael Becker, Dave Belman,

Absent: Rosa Armendariz, Erlinda Jones, Natalie Hannum, Christine Park

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| **CURRENT ITEMS:** | | |
| **Item #** | **Topic/Activity** | **Desired Outcome:**  **Information (I)**  **Discussion (D)**  **Action (A)**  **Follow-up (F)**  I, A |
| 1 | Welcome/Public Comment/ Announcements/Review and Approve Minutes | I, A |
| **Meeting Topic Notes:**   1. **The Meeting Agenda was reviewed and a Motion was called for to approve the Agenda.**   J**anith Norman made a Motion, and Christine Park seconded the Motion to approve the Agenda for today’s meeting. All were in favor and the Motion was Approved. *Janith Norman made a Motion to approve the Agenda as modified. Agenda Item #5 (Reporting Out: Minute Items 2, 3, 4) was moved to the front of the Agenda while waiting for a quorum for the meeting to be met.***   1. **Public Comment:** 2. Eric Sanchez reported the Drama Program is currently running “A Midsummer Night’s Dream”. The next production is a hip-hop musical titled “My Block”. Everyone is invited and encouraged to come and check out these plays. 3. Michael Becker reminded everyone to complete the TAG survey on technology that was recently sent out to the campus. 4. Courtney Diputado is currently exhibiting a new interactive projector in her office. She explained that it functions like a white board and will be included in the first and 2nd floor classroom “refreshes” in the near future. 5. **Minute(s) Review and Approval:**   The Minutes of the 2/26/15 meeting were reviewed and approved.   |  |  |  | | --- | --- | --- | | **2** | **Equity-focused PD Advisory Team Update (EFPDAT)** | **Information** |   Goodin reported that the Equity-focused PD Advisory Team has approved two equity-focused professional development proposals to date. Goodin and Belman gave an overview of the history of the Student Equity Plan and the establishment of the EFPDAT. A Call for Project/Activity Proposals was sent to the campus community in March, 2015. The projects must be completed by December, 2015.A link to the Equity Plan is here: <http://www.losmedanos.edu/planning/documents/StudentEquityPlan-Complete-Final-Signed.pdf>   |  |  |  | | --- | --- | --- | | **3** | **New Employee Lunch** | **Information** |   Sanchez reported that a luncheon with 21 new employees and the president was held on March 16, 2015. There was an excellent and genuine exchange between longer time staff and new employees. The new employees reported feeling a strong sense of community and importance placed on student success. A fun trivia game was played and special employee talents were discovered including a ballerina and an open water swimmer. The luncheon was catered by Olive Garden and was delicious and a great value.   |  |  |  | | --- | --- | --- | | **4** | **Focused Flex: Equity in Action** | **Information, Discussion, Action** |   Goodin reported that there will be a Focused Flex: Equity in Action on Thursday, August 13, 2015. Janice Townsend is Chairing the planning committee for the event. One of the main focus’ of the day will be addressing equity issues in people’s jobs during a keynote and breakout sessions. They are looking into keynote speakers including Jeff Duncan-Anrade from Oakland. A Call for Proposals will be sent out to the campus soon and proposals from all constituencies are being encouraged. Follow-up activities are also being planned during “Focused Fridays” on two to three Fridays in September and October.  ***Janith Norman made a Motion to approve the details discussed for the Focused Flex: Equity in Action as discussed. Eric Sanchez seconded the Motion. Dave Belman and Michael Becker abstained as they were absent during the discussion about Focused Flex at the February meeting. All others were in favor and the Motion was approved.*** | | |
| **5** | **Conference Funding Report and Recommendations** | **Action on Recommendations** |
| Eric Sanchez, Conference Review Committee Chair reported out on the subcommittee’s recommendations:   1. “Mike Zilber: ( $1500 PDAC / $3825 requested, $TBA matching funds from Music Department and personal funds) - Upon approval for out of country travel, we recommend funding Michael Zilber to attend International Association of Schools of Jazz (IASJ) 2015 conference in Lisbon, Portugal on June 27th to July 4th, 2015. This conference will include talks, clinics, lectures on current pedagogical approaches in music. Upon Michael's return a report to the music department at their next scheduled meeting. On behalf of the committee we ask that the matching funds from the music department be used first, PDAC will cover the remaining balance up to $1500. The $1500 can be used towards expenses for conference fees, lodging, airfare, meals not included at the conference (max $62.50/day, i.e. is breakfast included at the sponsor hotel), and miscellaneous program materials (such as CD's, books, etc.). On behalf of the committee we ask that​ Michael Zilber to provide details of how the conference experience will be shared with the college. (e.g. via FLEX workshop, department meeting, demonstration, brown bag, etc.)”   Janith Norman made a Motion to approve Michael Zilber’s request for $1,500 to travel to the IASJ in Portugal on 6/27/1 - 7/4/15. Michael Becker seconded the Motion. Funding will come out of the 2015-2016 budget contingent on 15-16 funding. All were in favor and the Motion was approved.   1. “Shondra West:($445.63) – We recommend funding Shondra West to attend the 4C/SD Annual Conference in Ontario, CA on April 16-17th, 2015. Attendance at this conference will support Shondra in representing LMC and the Classified Senate. Shondra will be relaying new information on the AB 2558, a bill tied to professional development for staff, faculty and managers. The $443.63 can be used towards expenses for conference fees, lodging, and airfare. On behalf of the committee we ask that Shondra West to provide a presentation to PDAC and any opportunities related to Classified Senate.   Dave Belman made a Motion to approve Shondra West’s request to attend the 4csd conference in Ontario, CA on April 16-17, 2015. Janith Norman seconded the Motion. All were in favor and the Motion was approved.  Goodin reported that a review is currently underway to look at recurring conferences. Gunder is compiling a survey to poll the campus on conference needs. Program Review responses will be reviewed as well. | | |
| **6** | PD Funding Proposals | **Discussion/Action** |
| Public Debate - Oleson submitted a proposal for $225 on behalf of Marie Arcidiacono, Health and Wellness Co-Chair for the co-sponsoring of the LMC Debate Team’s annual public debate at Pittsburg City Hall on Friday, May 1, 2015 at 6:30 p.m. Funds will cover Marie’s time at the non-instructional rate (1.5 hours), travel miles, and healthy snacks for the event. Printing costs are not being requested at this time. ***Dave Belman made a Motion to approve the request for $225 for the co-sponsorship of the Public Debate on E-Cigs on May 1, 2015.***  ***Eric Sanchez seconded the Motion. All were in favor and the Motion was approved.***   1. **CPR Training -** Goodin submitted a proposal on behalf of Barry Edwards, Custodial Manager, for $446.00 to train 13 LMC custodians on CPR. The custodians are here all hours of the day and night and could provide valuable assistance if CPR is needed in an emergency. Gretchen Medal, Adjunct Faculty, in Allied Health, will teach the course along with a Student Lab Assistant. The instructors and certification cards are included in the $446.00 being requested. A member asked if AED training could be added to the course. The course will be designed very specifically for the custodial staff. Ruth will follow up and find out if AED training can be added to the course. If so, the amount being requested will be raised to $775.00.   Dave Belman made a Motion to approve the proposal for up to $775.00 if AED training can be added; $446 if just for CPR and related certifications. Michael Becker seconded the Motion. All were in favor and the Motion was approved. | | |
| 1. Annual Employee Appreciation Lunch planning - Goodin submitted a proposal for the spring15 luncheon. Last year, a group of employees got together (Gunder/Oleson Co-Chairs) and organized the week of events including tickets of appreciation, a root beer Float event hosted by Classified Staff, a drawing for prizes, and a luncheon on the outdoor patio by the cafeteria. Funding was provided via PDAC and Habits of Mind. Managers also donated towards a separate luncheon recognizing custodians on a different day to best work with their schedules. The total budget for last year’s events totaled approximately $2,500. This year, a request for $2,000 is being made by Ruth Goodin from PDAC to coordinate an Appreciation luncheon for all employees. Managers are being asked to donate as well. A member suggested that Kindle Fires and/or other “schwag” could be donated as well. Assisting Goodin with the planning of the event are Oleson, Angela Fantuzzi, and Janith Norman volunteered as well. Others are welcome to help as well by contacting Ruth Goodin. Shondra West mentioned an Assembly Bill and in the Ed Code that actually requires an appreciation event for Classified.   It was suggested by Paula Gunder that the Academic Senate and Classified Senate and President’s Council could co-chair the 2016 Appreciation event with the college president and a representative from each group. Shondra will follow up with Bob on legislative issues. Michael Becker will read the Ed Code. A lengthy discussion ensued on who should be hosting this event.  The following Motions were made related to that discussion:  Michael Becker made a Motion for the College president and representatives of all of the Senates to coordinate the 2016 Employee Appreciation Event and beyond and for the funding to be institutionalized. Janith Norman seconded the motion. The Motion was approved by Michael Becker, Janith Norman, Kathy Cullar, Dave Belman, Shondra West, and Eric Sanchez. There were no abstentions or “no” votes. The Motion was approved.  Janith Norman made a Motion to approve $2,000 for the implementation of the 2015 Employee Appreciation Luncheon. Shondra West seconded the Motion. The Motion was approved by Michael Becker, Kathy Cullar, Janith Norman, Shondra West, and Christin Park. Eric Sanchez and Dave Belman abstained. | | |
| NEXT MEETING: May 14, 2015 due to Budget Forum on our regular Meeting Date of April 23, 2015 | | |
| **Addendum to Minutes:**  **EQUITY-FOCUSED PROFESSIONAL DEVELOPMENT ADVISORY TEAM UPDATE: May 5, 2015 - Submitted by Ruth Goodin**  The Equity-Focused Professional Development Advisory Team (EPDAT) continues to make improvements to the proposal form. To date, the three EF Professional Development Proposals have been approved and the activities have taken place. The Team will review the report forms and evaluations of the activities at their May 15, 2015 meeting.   * **The Burden Carried by African American Men with Cornell West**    + **Lead:** Janice Townsend, Faculty   + **Date:** April 10, 2015   + **Activity:** Faculty, Classified Staff, Managers, College President and the Chancellor attended the Cornel West Lecture and Nourse Theater in San Francisco. This is part of a collection of activities that focus on the African American Male that Faculty, Classified Staff, and Managers are engaging in this semester.   + **Number in attendance:** 26 faculty, staff, managers and students   + **Funds allocated:** $839.20 to pay for tickets to event * Synthesizing New Jim Crow, A2MEND and Cornel West * **Lead:** Janice Townsend, Faculty * **Date:** April 15, 2015. * **Activity:** This synthesizing activity was designed to synthesize three professional development activities, all of which have explored how LMC can be more responsive to the needs of our African American Male students. These three events included: Fall Flex Activity discussing the New Jim Crow book, the A2MEND Conference, and the Cornel West event in SF. The goal of the activity was to share what participants learned, identification of overlapping themes and identification of strategies that the college may want to engage. The synthesized information was shared out at the Monday, May 4, 2015 College Assembly. * **Funds allocated:** $34.61 to pay for food * **Elevating Diversity Conference: Accessing Your Future**    + **Lead:** Nina Ghiselli, Counselor   + **Date:** April 18, 2015   + **Activity:** This LMC Conference focused on the skills needed for our disabled students to transition into college life and the workplace.   + **Number in attendance:** 55 students and parents, 5 LMC faculty/staff   + **Funds allocated:** $1,000 to pay for speaker. | | |