**PDAC MINUTES FOR**   
**APRIL 24, 2025**

**Members & Public:** Pittsburg - Library L-215 / Zoom option

**Public:** <https://4cd.zoom.us/j/82360929727>

**Meeting:** 2:00PM – 3:15 PM

#### **MEMBERS PRESENT: Classified -** Courtney Diputado, Justin Nogarr/ **Faculty -** Erlinda Jones, Star Steers / **Managers -** Rosa Armendariz, Jeffrey Benford (virtual), Matthew Muterspaugh / **Students – not present**

**ABSENT:** *Tanita Richardson, Jill Buettner*

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| **Topic/Activity** | **Lead** | **Time** | **Information, Discussion, Action, Follow-up** |
| 1. Welcome 2. Public Announcements: No announcements | Erlinda/Justin | 5 | Information |
| **Consent Agenda** |  |  |  |
| 1. **Review and Approval of Agenda:** Courtney motions to approve, Jeffrey seconds, all others in favor 2. **Review and Approval of 4/3/2025 Minutes**  Jeffrey motions to approve, Erlinda seconds, all others in favor | Erlinda/Justin  Erlinda/Justin | 5 | Action |
| **Business** | | | |
| 1. Original agenda item: Upcoming Conference Funding Recommendations was voted to be switched with item #8 so that President Ralston would be present to discuss **Opening Day Planning**. Erlinda motions to approve, Rosa seconds, all others in favor    President Ralston and the committee discussed the planning for the upcoming Opening Day, emphasizing the need for a more collaborative approach. Dr. Ralston proposed the formation of a planning group, including two members from the Planning Committee and two from the Professional Development Advisory Committee (PDAC). The group's role would be to provide feedback and contribute to the planning process. Dr. Ralston encouraged PDAC members to volunteer for the planning group and suggested that the commitment time would be around 10 hours, potentially a little time in summer, but mostly during the week before Opening Day.   There was more discussion about the college's priorities for the next five years, focusing on student retention, growth in enrollment and retention, awareness of available services, and removing barriers. Dr. Ralston emphasized the importance of understanding the college's mission and values to guide the work, as well as the need to learn more about planning to ensure everyone is well-informed and able to contribute to the master plan. Also mentioned was the upcoming survey on the college's mission, vision, and values, and the extension of the educational goals which would be sent out to campus over the next two weeks. 2. **Update on Charges to SGC** The committee discussed the need for volunteers to further edit PDAC’s current charges to present at the coming 5/15/25 meeting and to send the charge sheet to SGC after reviewing. The team also mentioned the need to narrow down the list of accreditation standards in connection with PDAC. The team discussed the difference between 'charges' and 'objectives' originally assigned by SGC and the committee's current work. They also discussed the Purpose statement for PDAC and that the date it was established was likely in 2010. The team will look for some of the original committee establishment documentation for reference.  Some concerns were raised about the sustainability of funding for professional development in the English department, particularly for adjunct faculty. It was suggested that the Professional Development Advisory Committee (PDAC) could advocate for and support professional development at the department level. A past issue was highlighted about budget allocation, where a significant portion of the departmental budget was being spent on paying part-time faculty to attend meetings, leaving little room for actual professional development. Thoughts were shared about supporting more subject-specific deep-teaching work by collaborating with academic departments and their professional development goals. Also highlighted was the importance of collaboration with the Math and English departments in support of LMC’s Equity Plan goals. The team suggested a strategic approach to implementing teaching communities and leveraging state initiatives for funding. The team also discussed the need to support more Brentwood Center professional development activities. 3. **Update of Conferences and Summits:**   A discussion was led about upcoming conferences and summits, including the Online Teaching Conference, the Classified Leadership Institute, and the RP Group Student Success Conference. The committee discussed the importance of attending these events and the need for intentional decision-making regarding conference attendance due to budget constraints.   1. **Upcoming Conference Funding Recommendations**   There were no new or outstanding proposals to review     1. **Focused Flex Planning** The team discussed two Focused Flex proposals for Fall 2025: one about AI in the classroom setting and the other about participatory governance at LMC. Both proposals were set to be reviewed in the following LPG meeting (see LPG 4/24 minutes). There were suggestions about incorporating Planning training into Focused Flex programming. There was also agreement that AI could be a Focused Flex for the upcoming year, but it should not overshadow other important topics. The committee proposed the idea of an extended Fall Focused Flex to accommodate two workshops or to postpone the AI proposal to be held at the following Spring Focused Flex where technology or other technical training sessions could be the theme.      1. **Next Meeting Date and Fall Calendar (possible flex retreat)**   A potential overlap with Employee Appreciation Day on May 15 was noted. The May 15 PDAC Meeting was already prescheduled into the calendar at the beginning of the semester so the committee decided not to adjust this date but possibly adjust the timeframe to accommodate.  Fall Flex Week Retreat Proposed 8/21/25 or 8/28/25, 9/25, 10/23, 12/4 These dates were tabled to discuss again at the May 15th meeting. | Pamela/Rosa/Team  Rosa/Justin/ Erlinda  Erlinda/Rosa  Justin  Justin/Erlinda  Erlinda/Justin/Rosa | 25  20  5  0  10    4 | Information, Discussion, Action  Information, Discussion, Action  Information, Discussion  Information, Discussion, Action  Information, Discussion  Information, Discussion, Action |
| **Updates** | | | |
| 1. **Closing and Next Steps** Rosa motions to adjourn meeting, Erlinda seconds, all others in favor |  | 1 | Information |