**Professional Development Advisory Committee (PDAC)**

**Minutes**

## January 26, 2017

CO-420

Present: Mike Becker, Management Rep.; Kristin Conner, Management Rep.; Courtney Diputado, Classified Rep/Education Technology; Margaret Kenrick, Faculty Rep/Professor/LPG Chair; Eric Sanchez, Classified Rep/Equity Plan Coord.; Hannah Tatmon, LMCAS Rep.; Janice Townsend, Professor/Equity PD Facilitator;

Staff present: Sabrina Kwist, (phone phone); Mary Oleson, Co-Chair, Eric Sanchez, Equity Plan Coordinator; Hannah Tatmon, Gen. Office Clerk.

Absent: Carla Rosas, Management Rep/3SP; Erlinda Jones, Professor-Child Development; Shondra West, Classified Rep./Office of Instruction; Dave Wahl, Management Rep.

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| **Topic/Activity** | Information/Discussion/ **Action/ Follow-up** |
| 1. Welcome: Mary Oleson opened the meeting at 2:10 p.m. 2. Introductions: A welcome was made to New Dean of Equity and Inclusion, Sabrina Kwist, who joined the meeting by phone. 3. The Agenda was removed from the Consent Agenda due to a modification. Approval of Agenda: Mary Oleson requested that the Budget Agenda item be moved to Staff reports under “Oleson”. Margaret Kenrick moved to approve the Agenda with the modification. Mike Becker seconded the Motion. All were in favor and the Motion to approve the Agenda as modified was approved. | Information/Discussion/Action |
| Consent Agenda:   1. Minutes (Hand-out): The minutes of the December 1, 2016 meeting were submitted for approval. Margaret Kenrick made a Motion to approve the Consent Agenda and Mike Becker seconded the Motion. All were in favor and the motion was approved. 2. Conference Funding Recommendations (Hand-out) Reference report for details. Eric Sanchez presented the Subcommittee’s recommendations for funding in a Memorandum dated January 25, 2017. Recommendations were approved for:   Nick Garcia (PDAC)  Abbie Duldulao (Equity)  Kristin Conner (PDAC)  *A motion was made by Margaret Kenrick to approve the recommendations. Mike Becker seconded the Motion and the Consent Agenda items were approved.* | Information/Discussion/Action |
| 1. Mini-grant Proposal: Briana McCarthy - Sustainability Committee for Earth Day (Hand-out). The proposal submitted is for $600 for Earth Day activities: *Green Your Office; Green Your Life!* The budget includes staff labor costs of $200 (inc. benefits), $250 for supplies, and $150 for a presentation by First Generation Farmers, a joint activity with PDAC Health and Wellness. A PDAC members suggested that additional funds be provided to allow for the purchase of compostable paper products to be sued the day of event. In addition, general compensation for faculty is currently under discussion by senior management. Sabrina Kwist will report back at the next meeting with any updates.   ***Janice Townsend made a Motion to approve the Sustainability Committee’s Earth Day proposal for $450 (to include the suggested additional $50 for compostable paper products) and a total of $650 for the project. While PDAC supports payment of faculty in spirit for this work, and while Classified can be paid overtime by PDAC for professional development work according to PDAC’s current compensation policy, approval HAS NOT been given for the payment of any faculty for this event until PDAC is advised otherwise by Sabrina Kwist.*** | Information-Discussion-Follow-up-Action |
| 1. **PDAC Compensation:** The current PDAC Compensation policy has been finalized for Managers and Classified. Faculty compensation is currently being discussed at the Senior Management level and includes discussion of professional responsibility, payment for Focused Flex and other professional development planning for both full-time and adjunct faculty. Sabrina Kwist will provide an update as one is available. | Discussion/Follow-up |
| 1. **Staff Reports:**   **Courtney Diputado, Education Technology:** Courtney reported that her time has been devoted to “All Canvas, All the Time”! This is the last semester using D2L and LMC will undergo a full transition to D2L this summer, 2017.  **Eric Sanchez - no report**  **Hannah Tatmon -** Hannah continues to enter Flex attendance from Flex week, SP17.  **Mary Oleson -** Mary is working with Hannah on Flex documentation, coordinating and maintaining multiple PDAC and LPG processes surrounding funding and flex approvals, maintaining the webpages for Flex and PDAC, agendas and minutes for PDAC and LPG, as well as providing general PD information to the campus as needed. Mary also responds to inquiries from faculty about these processes.  **Janice Townsend -** Janice reported that the FAM Overview training for Adjuncts will conclude tomorrow, January 27. There are 76 active adjunct faculty participating in the trainings (2 dropped out). The Equity Core Team had a retreat with Veronica Neal. They are looking for possible new activities for members to lead and co-sponsors are welcomed. Student Needs projects are also being considered. Janice noted that Kimberly Papillon’s Focused Flex presentation was very well-received and highlighted her message to “be nimble”. Janice also mentioned the importance of scheduling brown bag lunches to continue discussions of equity work. | Discussion |
| 1. The meeting adjourned at 4 p.m. | Adjournment |
| Future meetings: Feb. 23, March 23, April 27, May (tentative) |  |