**Professional Development Advisory Committee (PDAC)**

**Minutes**

## October 27, 2016

**CO-420**

Present: Kristin Conner, Erlinda Jones, Margaret Kenrick, Eric Sanchez, Janice Townsend, Shondra West

Staff present: Ruth Goodin, Co-chair, Mary Oleson, Co-Chair, Tess Caldwell, Hannah Tatmon, Janice Townsend

Absent: Courtney Diputado, Staff/Classified Rep.; Mike Becker, Management Rep., Carla Rosas, 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. Approval of Agenda: Janice Townsend moved to approve the Agenda. Margaret Kenrick seconded the Motion. All were in favor and the Motion was approved. 3. Shondra West announced that she will have a conflict in attending the March, 2017 and September, 2018 meetings. | Agenda Approved. |
| 1. - Shondra West announced that the Classified Senate Soup Cook-off Scholarship Fundraiser will take place on November 8 from 11 a.m. to 1 p.m.   -Ruth Goodin reported that the Academic Senate has voted to support the Box2A application for the hiring of an Ethnic Studies faculty position and related program. | Informational Announcements |
| 1. Membership Openings: Ruth Goodin reported that Janice Townsend is now an official faculty representative of PDAC (Academic Senate); Courtney Diputado is now an official representative of PDAC (Classified Senate); and Margaret Kenrick is an official member of PDAC and LPG Chair (Academic Senate).   Mary will follow up with LMCAS and Hannah Tatmon to confirm a Student representative. Hannah Tatmon may be able to apply for this position. | Information/Discussion/Action |
| 1. Quorum Issues:   There was discussion around quorum issues, with continuing consideration given to requesting alternate members when regular members cannot attend. The TAG Bylaws option presented at the September, 2016 PDAC meeting will be held for consideration in the future. It was decided that the quorum issue will be set aside for the time being, and attendance issues will be watched. If quorum continues to be an issue after the adding of the new members, this topic can be revisited. | Discussion |
| 1. **PDAC Mini-grant Funding Rubric:** Mary Oleson presented the proposed rubric. Revisions requested are: 1) Combine items 1&2 to read “Meets Deadline and application is complete, 2) Move: Related Projects (this should be an unscored item): Is it clear how this project relates to other projects or initiatives on campus? (If appropriate.) Total points possible: 24. 16 points will be considered a fundable project. Mary will send out the Call for PDAC Mini-grant proposals on October 31. | Discussion |
| 1. **Strategic Plan -** Ruth reported that a Strategic Plan will not be completed before she departs for retirement on December 20. The Mission, Guidelines and Professional Development Program Outcomes will continue to serve as the guiding document. Ruth has provided suggested edits to the Operational Guidelines, Goals and Objectives for future review and discussion (see copy attached). Janice Townsend requested that “implicit bias training” be added to #8. |  |
| 1. **Budget -** The budget as of 10-13-16 was presented as an informational item. It should be noted that while Lakita Long was approved for Equity funding, she did not attend the conference which resulted in zero cost. | Information/Discussion |
| 1. PDAC Resource Request Funding Proposals:   PDAC Health and Wellness Proposals:   * Film Screening (Food, Inc.) $239.00. Mary does not need $15 for mileage. * Salad in a Jar (Leetha Robertson) $141.00. Mary does not need $15 for mileage. * Stress Management Presentation (Shondra West) $50.00. Mary does not need $15.00 for mileage. * Dr. Brast (JM Health) $325.00 (Mary does not need $15.00 for mileage)   Total requests: $755 of $1,000 allocation  The committee would like to review the numbers of students, faculty, and staff that are attending the activities to ensure the goals of PDAC are the focus of the activities.  ***Janice Townsend made a Motion to approve the Health and Wellness proposals as outlined above. Erlinda Jones seconded the Motion. All were in favor and the Motion was approved.***  Manager’s Strengthquest Training (Kristin Conner) $260. The activity occurred during the first week of October. The Call for PDAC mini-grants was not yet open when the application was submitted under the usual PDAC Resource Request process. After extensive discussion, consideration of funding options, and review of PDAC policy, the Manager (Ruth Goodin) pulled the request for funding on the basis of PDAC’s policy that it does not fund professional development activities “after-the-fact”.  A discussion took place regarding the possibility of providing a line item for discretionary funds. It was noted that in the future, the PDAC Mini-grants are also an option for unallocated funds to be dispersed. | Information/Discussion/Action |
| 1. Letter from PDAC re: Classified PD - A copy of the final letter being sent from Classified Senate to the college president was referenced. The letter requests that Friday afternoons when Classified Senate does not meet are requested to be set aside for Classified professional development activities. Classified Senate’s updated request to PDAC is to send a letter in support of Classified’s request to the college president.   Shondra West made a Motion to table PDAC’S letter of support until December 1, until details of the letter can be clarified.  ***Margaret Kenrick seconded the Motion. All were in favor and the Motion was approved.*** |  |
| The meeting was adjourned at 4:20 p.m. | Adjournment |
| Future meetings: December 1. |  |