**PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE (PDAC)**

**MINUTES**

### February 23, 2017

Members present: Kristin Conner, Courtney Diputado, Erlinda Jones, Margaret Kenrick, Eric Sanchez, Hannah Tatmon, Janice Townsend.

Members absent: Michael Becker, Carla Rosas, Shondra West

Staff present: Mary Oleson, Sabrina Kwist, Hannah Tatmon, Eric Sanchez

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| **Topic/Activity** | **Information/Discussion/**  **Action/ Follow-up** |
| 1. Welcome   Mary Oleson opened the meeting at 2:08 p.m. with a quorum present. There were no Announcements or Public Comment. Sabrina Kwist joined the meeting by telephone. | Welcome |
| 1. Review and Approval of Agenda   Eric Sanchez made a Motion and Margaret Kenrick seconded the Motion to approve the Agenda. All were in favor and the Motion was approved.   1. Review and Approval of Minutes of the 1-16-17 Meeting   Eric Sanchez made a Motion and Erlinda Jones seconded the Motion to approve the Minutes from 1-26-17 meeting. All were in favor and the Motion was approved. | Information/Discussion/  Action |
| 1. Budget Update and PDAC Mini-Grant Budget - A copy of the PDAC Budget and Conference Funding budgets were distributed. It was noted that the PDAC Conference funding account is displaying a negative balance of $671.31 if all proposals received to date are funded.   A discussion on possible solutions ensued and the PDAC mini-grant fund was identified. The first announcement of the pilot mini-grant application process was announced to the campus in early November, 2016. Since the announcement, there has been one mini-grant application for $650 which was approved by PDAC in January, 2017. This leaves a balance of $3,350 in the mini-grant fund. A discussion took place about the intent and value to the campus for both funds. Janice Townsend suggested that Equity may be able to cover the balance of the conference fund requests received to date, and combined with the $3,350 balance in the mini-grant fund, and additional equity funds, a budget allocation could be made towards Classified professional development initiatives. Eric Sanchez reported that the Classified Senate looks to the Classified PDAC representatives to bring suggestions for professional development initiatives for Classified professionals back to the Senate for consideration.  Tom Roberts was identified last year as being a desirable speaker for Classified (on “Empowering Classified”) but had a cost close to $7,000. The long summer days, before the end of the fiscal year, in June, may be a good time to offer this workshop. The timing of payment would be important to fit in with the Business Office deadlines. PDAC agreed to this idea in concept. Eric, Janice, Shondra, Courtney and Mary will work on this initiative for early June, noting that June 2 is Job Links. Sabrina mentioned that she has been discussing opportunities for Classified with Pres. Bob and indicated there may be additional funding available. Perhaps for “kicking off something bigger for Classified”.  Sabrina recommended that promotion of the mini-grant process will kick-off earlier in fall18 as it will be its second year (if it is decided to continue the mini-grant allocation).  Janice Townsend made a Motion whereas, if the all pending conference requests are funded and approved, leaving a budget of ($671.33) in the PDAC Conference fund, Equity will pay the $671.33 and with the $3,350 balance in the PDAC Mini-grant fund, combined with an undetermined allocation from Equity, funding can be allocated to a Classified Senate professional development activity, to be scheduled in June, 2017. Kristin Conner seconded the Motion. All were in favor and the Motion was approved. | Information/Discussion/  Action |
| CONFERENCE RECOMMENDATIONS Eric Sanchez reported on the PDAC Conference Review Subcommittee recommendations. (Hand-out)  J*anice Townsend made a Motion, Kristin Conner seconded the Motion, to approve $132.46 for Caitlin Mitchell’s conference jointly funded by a Nexus $1,000 stipend, and to approve $791.33 for Josh Bearden’s conference jointly funded by a Nexus $1,000 stipend. All were in favor and the Motion was approved.* | Information/Discussion/  Action |
| NEW EMPLOYEE LUNCHEON - Handout Mary provided a copy of the invitations from the last 7 years of New Employee Luncheons/Orientation. It was noted that “equity” could be infused into the 2017 luncheon scheduled for either April 14 or April 17. The group liked the half day orientation format from 2009. In years past, trivia questions have been given to the new employees, with the intent of providing them with fun and useful information about the college. It also gave PDAC an opportunity to learn what professional development might be useful for new employees as they learn their new roles and make their way around campus the first year. The event was originally designed to welcome new employees, inviting them to lunch with the college president, VP, deans, senate reps, and PDAC members. It also gives them an opportunity to meet other new employees. It was designed to be an informal luncheon, providing the employees an opportunity to ask questions of the president and to share their thoughts about their first few months working at LMC.  The luncheon was originally offered in the fall semester, but has transitioned to spring semester, providing the new employees an opportunity to have a better feel for their roles and experiences. They have also been given “schwag” from the LMC Bookstore at the event. The earliest lunches were “highly encouraged” for new employees to attend which caused scheduling challenges in finding a day for the president’s cabinet, senate leaders, and teaching and non-teaching employees together at one time. The event should also have an element of “fun”. Suggestions were made for the next luncheon, including: building an equity framework, nuts & bolts information on/dropping into offices, etc.  Janice stated that Tess leads Nexus and they get oriented on pertinent topics already but feels all employees would benefit from professional development on the Six Success Factors for Student Success. She referenced the RP Group’s report and recommendations and will forward them to committee members. Institutionalization of the success factors is important. She could do a 45-minute presentation on the topic at the luncheon as part of Equity in Action Equity professional development. Faculty have been given the booklet on the Success Factors for Students. We need Six Success Factors for Students for Classified. The discussion started but was difficult to write because of the different roles of Classified. Mary thought she saw a program on this at the last 4CSD conference and will look for it and send the information to Janice. Sabrina suggests looking at the Success Factors and factor this into the design of the event.  It was noted that the EEO Committee is looking at retaining members of the current workforce and building community. They have discussed creating an anonymous survey for new employees. Perhaps a survey could be sent to the new employees prior to the luncheon inquiring about their experiences to-date.  Mary invited members to work with her and Sabrina on the event. Sabrina and Mary will work on invitation and the content for the agenda with PDAC input. Kristin indicated that she may be out on the potential dates. Janice has FAM and has to leave at 1 - 2 (?). Members who volunteered are Janice, Hannah, Eric, Erlinda (tentative), Courtney (Carla offered after the fact in response to Mary’s email). Mary and Sabrina will work on the Save the Date and the survey and will send out the survey to the new employees. | Information/Discussion/  Follow-up |
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| PROFESSIONAL LEARNING-FLEX WORKSHOPSMary discussed the evaluation feedback received for the workshops held during Professional Learning-Flex week and All College Day. Erlinda highlighted from the report which included a sampling of very positive feedback on the following workshops:  * Kimberly Papillon’s The Neuroscience of Decision-Making in Higher Education: Excellence, Accuracy and Impartiality * Crisis training for Counselors * Advanced session on white board features in the Science area * DSPS Planning - Strengths Quest - good reviews, only “open” to department. Discussion on this. * Survey students on their perceptions of faculty - Alex Sterling * Strength’s Quest - Kristin will bring it to March PDAC Meeting for review of concept for offering it to the whole campus. For Focused Flex, Kristin suggested offering optional a.m. and p.m. sessions. Offer two parts so people don’t have to be away from their offices the whole day. | Information/Discussion/  Follow-up |
| 1. **STAFF REPORTS:**   Courtney Diputado reported that she is offering canvas trainings to prepare for the full transition to Canvas this summer. The Distance Ed Committee will be sending out a survey soon on: The survey will ask departments to review their current online course offerings and provide information about plans for additional online course offerings. The survey will be sent out to department chairs.  Eric Sanchez reported that he and Sabrina Kwist have been working on the Equity webpages, listing student 4CSD resources. They have also been working on the Resolution 1-S.  Mary Oleson reported that LMC will be hosting the Society of College and University Planning (SCUP) training on April 21. The event is funded by the District-wide Professional Development Committee. Attendees will be invited from all campuses and the district. LMC Planning Committee members and management will be in attendance.  20+ are signed up for Salad-in-a-Jar event. Gave hand-out on Integrated planning webinar. She noted that the Flex evaluations were discussed earlier in the meeting.  Janice Townsend has been holding FAM follow-up workshops and will be hosting a Faculty Employee Team training this month. | Information  Information |
| With no further business or time, the meeting adjourned at 4:05 p.m. |  |