

**Professional Development Advisory Committee (PDAC)**

### MINUTES

May 14, 2015

**ATTENDANCE:**

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

Staff: Courtney Diputado, Paula Gunder

Voting Members Present:Classified: Kathy Cullar, Eric Sanchez

Faculty: Rosa Armendariz, Erlinda Jones, Christine Park

Managers: Michael Becker, Dave Belman,

Absent: Erlinda Jones, Natalie Hannum, Janith Norman, Shondra West

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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, D |
| **Meeting Topic Notes:** 1. Ruth Goodin opened the meeting at 2:15 p.m. No voting took place until there was a quorum present. A quorum was established and action could be taken.
2. **Public Comment:** None.
3. **Minute(s) Review and Approval:**

The Minutes of the 3/26/15 meeting were reviewed. The following correction was made to the minutes: Christine Park was not there and did not make a motion. (Correction: Michael Becker made the motion). ***Eric Sanchez made a Motion to approve the Minutes with a correction as noted above. Michael Becker seconded the Motion. All were in favor and the Motion was approved.***

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| **2** | **Conference Funding**  | **I, D, A** |

Sanchez reported on the recommendations made by the Conference Review Subcommittee. 1. Curtis Corlew - request for $800 to attend Cyanotype Workshop in Mill Valley, Ca on Friday, May 15, 2015. The applicant was approved in a prior year to attend this workshop which was cancelled.
2. Russ Holt - request for $1,500 to supplement other funding to attend the TriaTek HVAC training in Atlanta, GA in July, 2015.

Discussion took place about timelines for approvals and travel that cross over the year-end date of June 30. Expenses will be charged to the budget year in which the expense reimbursement is submitted. In some cases, such as international travel, a pre-pay may be allowed.***Michael Becker made a Motion and Christine Park seconded the Motion to approve the Conference Funding requests for Curtis Corlew and Russ Holt, as recommended by the Conference Review Subcommittee. All were in favor and the Motion was approved.***

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| **3** | **Budget**  | **Information/Follow-up/Action** |

Goodin estimates that with all known expenses and allocations taken into consideration, there is approximately $4,000 remaining in the budget. Some of the conference requests were paid by EXITO which rolls funding over into the next year while PDAC funds do not roll over. Goodin would like to recommend that a journal entry be done to credit EXITO and charge PDAC for the expenses that EXITO originally paid. A budget report will be sent out with the minutes from today’s meeting. She would like a vote on such transfers. ***Michael Becker made a Motion to support the Office of College Advancement requesting a journal entry be made to credit EXITO for the conference expenses they funded on behalf of PDAC for 2014-2015 and to charge them to PDAC, spending down the PDAC budget for the year. All were in favor and the Motion was approved.***

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| **4** |  **PD Funding Proposal Updates - Follow-up** | **Information** |

1. Boxing and Self-Defense Activity - Oleson reported that the Health and Wellness activity *Boxing and Self-Defense* is happening during today’s meeting. There were approximately 8 registrants per Marie Arcidiacono, the committee Chair. The activity was approved on-line for $300 for the two instructors from Punch and Crunch Fitness in Antioch and for Variable Flex.
2. E-Cig Debate - Oleson reported that the debate was held at Pittsburg City Hall and went very well. There were only a couple of staff and faculty there but the council chamber was filled with students observing and participating in the debate. The students provided good information in presenting both sides of the topic.
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| **5** |  **Employee Appreciation Lunch**  | **Information** |

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| Goodin and Oleson reported that the Appreciation Lunch went very well, although plans for an outside luncheon were rained out. The theme was “Hats Off” to you and everyone received a hat of their choice. The event was planned by a volunteer planning group of employees. The budget for the event was $2,000 using PDAC funding, and most managers contributed $20.00. A separate dinner was provided and coordinated by Barry Edwards, the Custodial Manager, for the Custodial staff due to their unique work schedules. A separate lunch was also provided for the Nursing Dept. due to their unique schedules as well. President Bob K. thanked the employees at each of the events. A PDAC member indicated that he would like to know about the separate luncheons next year so it will be possible to attend and thank them personally also. Plans for next year will be coordinated by the President’s Office and will not be the responsibility of PDAC. In addition, hourlies and student workers were not part of the luncheon this year and it is recommended that they be included next year.  |
| **6** | **Report on 4CSD Conference** | Information |
| Goodin and Oleson reported on the 4CSD conference they attended in Ontario, Ca on April 16 and 17th. (Oleson report attached) Shondra West also attended and her report is attached to these minutes. Oleson noted that LMC’s efforts on professional learning activities are similar to, and in some cases, extend beyond what was reported at the conference by the other community colleges present. She noted “packaging” what we already do into a formalized system and producing marketable materials would enhance this work. She also reported that the state-wide “clearing-house” for professional learning resources is expected to go live in July, 2015. A common theme throughout the workshops and discussions was the need for professional development needs of classified staff, managers, and adjunct faculty. Mary and Ruth also had an opportunity to chat with LeBaron Woodyard from the State Chancellor’s Office who gave an update on the possible funding of professional development in the Governor’s budget. He reported that they remain optimistic and are hopeful that funding will be included in the May 15 Budget Revise. The conference was an opportunity to network and learn about what the other community colleges in the state are doing regarding professional development, both within their jobs and their institutions. Ruth stated that she would like to invite LeBaron here to speak and would also like more people from LMC to attend next year’s conference.  |
| **7** | **CPR Training Funding Proposal - Update** | Information/Action |
| Goodin reported that the CPR training for LMC Custodians is scheduled for May 15. At its last meeting, PDAC recommended adding AED training to the activity, which was added. She reported that the cost will be less than originally requested and will include the required books for the course.  |
| **8** | **PD Summit and PD Space Follow-up** | Information |
| Goodin and Gunder reported on the PD Summit being a fun event with a good turn-out. Gunder has synthesized what we heard from the input on the walls and the tables and will create a report. They are also working with One Work Place which supplies Steelcase furnishings. An activity was presented to committee members using two recommended layout diagrams from the vendor. Supplied were Option1 and Option 2, along with a set of questions about the space and if certain identified features and assets appear to be met by looking at the diagrams. Members spent about 20-30 minutes reviewing the diagrams and answering the questions. This information will be added to the information already collected from the campus about identified needs for the space.Goodin stated that a draft PD Plan will be ready for review in August. PDAC will decide how to vet the plan and incorporate it across the campus.  |
| NEXT MEETING: The next meeting will be on Thursday, August 27, 2015, 2:00 - 4:00 p.m. |