**Professional Development Advisory Committee (PDAC)**

## August 25, 2016

**CO-420**

Present: Mike Becker, Erlinda Jones, Carla Rosas, Eric Sanchez, Shondra West

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

Absent: Kathy Cullar, Natalie Hannum

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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: Shondra West made a motion to approve the modified agenda (times adjusted) and Eric Sanchez seconded the motion. All were in favor and the agenda was approved.
 | Agenda Approved.  |
| 1. Announcements: Eric Sanchez invited members to the Faculty and Staff Art Show Reception being held in the Art Gallery today, 4 - 6 p.m. Eric reported that the first copy of the Experience of the semester is coming out this week. The Drama Department will be showing the abridged version of Shakespeare early in the semester.
 | Informational Announcements |
| 1. Membership Openings: Ruth Goodin - Ruth reported there are several openings due to a few reasons: 1) Kathy Cullar, Classified rep. is retiring in Sept. 2) Managers will be going through the committee assignment process soon (current managers are Natalie Hannum, Carla Rosas, and Mike Becker); 3) there are two vacant faculty positions due to the departure of Rosa Armendariz to DVC; and Christine Kromer’s departure. Erlinda Jones remains as a faculty member of PDAC. Janice Townsend is an LPG member but not a PDAC member and prefers that the committees remain separate.
 | Information/Discussion/Action |
| 1. Quorum Issues: There are 4 open faculty positions on LPG; however the UF requires 6 faculty and 6 manager positions which is always difficult to fulfill. Mary noted that the discussions of PDAC and LPG often overlap and a combined committee would be more effective. Because PDAC is a Brown Act Committee Shared Governance committee and LPG is not a Brown Act committee, but is a committee outlined in the UF contract, any changes to the structure would have to be requested from both SGC and the UF.

Mike Becker and Mary O. discussed options for the requirements for a quorum for PDAC. Attaining a quorum in spring,2016 was difficult and business was delayed because of a lack of a quorum. The Technology Advisory Group (TAG) had been having similar attendance issues. Michael is the Chair of TAG and Mary is a member. Michael shared a draft of the proposed new TAG bylaws which outline a new structure of a quorum: “A quorum consists of 50% plus one of constituencies having at least one representative present. This means at least one representative from three of the four constituencies must be present to conduct business. For voting purposes, each constituency gets a single vote as determined by the representatives of that constituency present at the meeting. The representatives from each constituency must come to a consensus to register their vote. If a consensus cannot be reached by the representatives of a constituency, that constituency should abstain.” Tag has 12 members (3 from each constituency for a total of 12 members. A quorum would be 7 people (50% +1) or it could be based on constituencies where one (1) representative of three (3) of the four (4) groups present would represent a quorum.  It was reported that SGC uses this voting format. Other options include seeking a change in the UF requirement of 6 managers and 6 faculty members as noted. Another option is the 2-2-2-2 structure in which all four (4) constituencies are represented by two (2) members. This request would have to be presented to SGC for consideration in reducing the required number of members. While no vote was taken, members seemed to prefer this option. The possibility of Courtney Diputado filling a Classified Senate opening for PDAC was discussed. Shondra reported that the Classified President is currently working on filling committee openings. Last year’s Nexus faculty were also mentioned as possible new members. A small group will meet and address the openings and begin recruiting efforts. They are Carla Rosas, Janice Townsend, Shondra West, and Ruth Goodin. Members agreed that recruiting would take place in the coming weeks to fill the vacant positions and they would report back at the September 22 meeting. | Information/Discussion/Follow-up |
| 1. Budget for 2016-17 - Ruth reported that the 2015-16 budget ended with a balance of $7,216. The District allocation for professional development was spent but the local funds were not, largely due to expenses being offset by EXITO, Equity, and 3SP. EXITO absorbed a large portion of the conference costs for the year but EXITO is ending Sept. 2016 and will not have funds available after then. Eric Sanchez, Conf. Review Subcommittee Chair, reported that PDAC funds for conferences were fully allocated mid-way through the year in Dec. 2015 last year. The balance from year to year does not roll-over, however, the same amount has been allocated by the District ($12,500) and local funding ($7660) for 2016-17. Ruth will send out an updated budget for 2016-17. Options for allocating the 2016-17 funds totaling $20,160 were discussed. While the budget used to include a $10,000 allocation for conferences and the balance divided between the subcommittees, the only remaining subcommittee is Health and Wellness with funding proposals expected for 2016-17. PDAC also funds the New Employee Orientation in spring.

Suggestions included: 1) allocating funds by constituency, 2) Open a Call for Proposals for mini-grants, with a set cap. 3) Save half of the conference allocation for the spring semester. A proposed budget recommendation:$14,000 - Conferences$ 1,000 PDAC Health and Wellness Subcommittee$ 1,000 New Employee Luncheon (Sp17)$ 4,000 Mini-grants $ 160 Supplies $20,160It was noted that check-points should be established so ensure that funded mini-grants are happening--if not, should they be reallocated. A subgroup (Tess or Janice, Ruth, Mary, Shondra, Michael) will work on defining the mini-grant process and provide examples (for things like brown bags, stipends, etc.) and will report back at the September 22 meeting. ***Eric Sanchez made a motion to approve the budget allocation as listed. Michael Becker seconded the motion. All were in favor and the motion was approved.***  | Information/Discussion/Action/Follow-up |
| 1. **Strategic Plan** Ruth gave an update since the spring, 2016 semester when she and Paula Gunder worked on the plan. Ruth would like 15 minutes on the September 22 agenda to move forward with the plan. She will send an outline of the plan with homework to review prior to the meeting. The plan will include the long-term goals and where do we want to be in the future.
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| 1. **Updated Webpages** Mary gave a preview of the new webpages for PDAC, Flex, L-215, and LPG. Some corrections will be made to the rosters as vacancies are filled. Information and links to the Professional Learning Network and Lynda.com will also be added. She will also be adding photos featuring events hosted by PDAC and LPG. With the new webpage structure in place, updates can be made more easily in the future. All suggestions regarding webpages should be sent directly to Mary.
 | Information/Discussion |
| 1. **On-line process for Conference Funding** Mary gave an overview of the new on-line (Wufoo) conference funding application process. The current approval process will still happen via emails and paper. A discussion took place regarding digital signatures. Mary indicated that Adobe digital signatures has a cost associated with it that is probably not cost-effective at this time. Mike Becker mentioned that there may be an alternative and will look into it.
 | Information/Discussion |
| 1. **Letter from PDAC and Classified re: Classified Professional Development -** Janice Townsend revisited the letter that went to Classified Senate in April-May, 2016 intended to be sent to the College President requesting “support” for Classified members’ attendance at professional development events and activities. Mary provided an updated copy of the letter based on Classified Senate’s input to the first draft. The PDAC Classified representatives (Eric and Shondra) will request that the letter be revisited by Classified Senate and find out specifically what they would like the letter to request.
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| 1. **L-215 Professional Development Space Open House -** Ruth asked members if they would like to do an Open House for L-215 or identify another way to invite people to see and use the new space. In addition, a name for the space needs to be identified. Ruth, Mary, and Shondra will meet and report back at the next meeting.
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| 1. **Mentoring and Job Shadowing for Classified and Managers** - Ruth reported that there continues to be a need for professional development for managers and classified. A suggestion has been made to do a “Nexus” for Classified. In addition, Carla and Ruth have been working on creating a program for Management Council. Ruth will prepare a proposal and report back at the next meeting with an update. Mary added that it would be great to have a voluntary job shadowing program to enable employees from across constituencies to actually view what happens in different areas of the college as we serve students in Student Services, the classroom, and behind the scenes.
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| 1. **Staff Reports - 1)** Courtney Diputado reported that it is “all Canvas, all the time!” as the transition from D2L to Canvas is taking place now. There were also a couple of Flex workshops on Canvas in August. She and Janice attended a conference on Canvas in the summer and she is beginning to use Lynda.com via the PLN. 2) Tess Caldwell, Equity Professional Learning Facilitator, is working on the Faculty Advising Mentoring (FAM) Program for the UF negotiated adjunct office hours. Tess is meeting with departments to review their goals as they relate to the Equity Plan. She is also working on Nexus, along with Jill Buettner-Ouellette, providing orientation training during the 2016-17 academic year for 20 new full-time faculty (this is separate from the Equity PLF position duties) 3) Janice Townsend, Equity Professional Learning Facilitator, is working with Veronica Neal, a consultant, and the Equity Core Teams. Ruth Goodin will be following up on the input received at Focused Flex “Together We’re Better” to address identified problems, issues, and solutions, including identifying groups or individuals who can work on these identified issues/solutions. There will be a follow-up Focused Flex planning committee meeting to work on this follow-up. She is also working with college leadership about the possibility of offering a stipend for the LPG Chair position. LPG is a compliance committee and the college has been paying chairs through reassigned time for chairing committee meeting compliance requirements.
 | Information |
| The meeting was adjourned at 4:05 p.m. | Adjournment  |
| Future meetings: September 22, October 27, December 1.  |  |