



## Professional Development Committee

**MINUTES for Monday, May 13, 2024**

**2:00-3:00pm**

**Zoom**

<b>Members Present:</b>	Denise Munoz, Jan Jarrell, Jessica Luedtke, John Bromma, Roma Weaver, Veleka Iwuaba, Carla Grossini-Concha, Maureen Rubalcaba, Carla Yumul, Esteban Alvarado, Rachel Rose
<b>Members not Present:</b>	Diana Vera-Alba, Jackie Sabanos, Patricia Lopez, Oscar Castro Urias
<b>Guests:</b>	
<b>Recorder:</b>	Nashlee Solis

### AGENDA

#### 1. Call to Order 2:02pm

#### 2. Review Agenda, Approval of Minutes

##### 2.1 Approval of Agenda

<b>CONCLUSION</b>	First motion of approval by Maureen Rubalcaba. Second motion of approval by Esteban Alvarado.
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##### 2.2 Approval of April 8<sup>th</sup>, 2024, Meeting Minutes

<b>CONCLUSION</b>	First motion of approval by Jessica Luedtke. Second Motion of approval by Rachel Rose.
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#### 3. Information/Discussion Item(s)

##### 3.1 Upcoming Professional Development Opportunities

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>STAR Conference, Thursday, May 23<sup>rd</sup>, 8:30 am – 1:30 pm at North City Campus <ul style="list-style-type: none"> <li>Staff training and retention conference to support classified professionals.</li> </ul> <b>Sessions being offered include the following:</b> <ul style="list-style-type: none"> <li>AFT will present Boundaries and Salary Advancement and educational incentives.</li> <li>Interview tips and tricks from human resources.</li> <li>The district will present AI and usages for classified professionals.</li> <li>North City scavenger hunt &amp; Team building</li> <li>Meditation and Sound Healing</li> </ul> </li> <li>Youth Development Professional Development Training, Friday, May 17<sup>th</sup> 11:00 – 1:30 pm <ul style="list-style-type: none"> <li>The last training session for the year will be held at ECC campus.</li> </ul> </li> </ul>
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##### 3.2 SDCCE Flex Advisory Committee Meeting

<b>INFORMATION</b>	<p>Tuesday, May 21<sup>st</sup> @ 12:30 pm</p> <ul style="list-style-type: none"> <li>A subcommittee of the PD committee to discuss Flex and go over offerings over the last year and discuss ideas for future offerings.</li> <li>Committee members include Department Chairs, President of Academic Senate, Instructional Support Analyst, and Vice President of Instruction.</li> </ul>
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##### 3.3 Classified Professional Equity Certification Update

<b>INFORMATION</b>	<p>Maureen provided an update:</p> <ul style="list-style-type: none"> <li>Phase one of the 5 sessions was completed on May 3<sup>rd</sup>, with a mix of 27 participants across the institution.</li> <li>Will begin integration into planning phase two which will complete the certification, and then move into the Train the Trainers which will move into a sustainability plan in terms of offering PD.</li> <li>Maureen will work with Carla and Jessica to ensure continuing programs that are specifically for classified professionals and integrating at all role levels.</li> <li>Floreniza shared her experience and felt it was a good workshop for classified professionals for networking and acknowledging that everyone has a common goal of serving the students. This created an opportunity for projects to be launched in the future.</li> </ul>
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##### 3.4: Fall Conference Opportunities

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>RP Group, October 9th-11th, Orange County</li> <li>NANDI, October 3rd-4<sup>th</sup>, San Diego</li> <li>DEIA in Action Institute, September 26<sup>th</sup>-27<sup>th</sup>, Irvine <ul style="list-style-type: none"> <li>Hoping to put together a cross-constituency team from the college to attend it</li> </ul> </li> </ul>
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### 3.5: Discussion

#### DISCUSSION

- Carla asked the members of the PD Committee to let her know by the end of May whether they plan to stay on the committee.
- Governance Handbook Revision in Fall 2024
  - The timeline is to start with the committee at the first meeting to get it completed by December, and hopefully approved and formatted for implanting in Spring.
- Next Year's PD Committee Dates: 9/9, 10/14, 11/18, 12/9, 1/13/25, 2/10, 3/10, 4/14, 5/12
  - The committee will continue to take place the second Monday of the month except for 11/18 due to a holiday.

### 3.6 Roundtable

- Rachel shared Passport to success is going to have a final workshop to go over all the committees, institutional changes, and involvement.
- Jessica sent out a call for non-classroom coordinators for a new position of Faculty Coordinator. Also going out for a Program Review and Planning Coordinator, two Faculty Equity Institute Data Mentors to embed student outcomes data and who's being disproportionately under served, a Strong Workforce Faculty Institute Coordinator to support the institute for a one-year assignment, and Culture of Dignity and Empowerment Facilitators to have several .15 coordinators that will be working together to take lead on individual training series along with learning a series by Diego Navarro for additional opportunities for next year.
- Roma extended an invite to those who may be interested in participating in the DEI meetings.
- Floreniza gave a reminder to submit any expense reports for this fiscal year.
- Veleka is hosting FELI June 24<sup>th</sup> – June 28<sup>th</sup> and is looking for 4-6 more participants. For fall, Constructs that instill a culture of dignity

### 4. Adjournment Meeting adjourned at 2:46pm

#### NEXT MEETING:

2024-2025:

Zoom

**Minutes submitted by:**

Nashlee Solis

**Minutes approved:**

*By Committee on 9/9/2024*