



Professional Development Committee Meeting

MINUTES for Monday, January 8th, 2024

2:00 pm

Zoom

Members Present:	Carla Grossini-Concha, Jessica Luedtke, John Bromma, Floreniza Yumul, Patty Lopez, Roma Weaver, Denise Munoz, Diana Vera-Alba, Esteban Alvarado, Veleka Iwuaba, Rachel Rose, Jan Jarrell
Members not Present:	Jackie Sabanos, Maureen Rubalcaba, Oscar Castro Uias
Guests:	Kelly Henwood
Recorder:	Carla Grossini-Concha

AGENDA

1. Call to Order [Time] 2:02

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	Carla made a correction to the agenda. Patty Lopez first motion to approve agenda. Dina Vera-Alba second motion to approve agenda.
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2.2 Approval of November 13th and December 11th, 2023, Meeting Minutes

DISCUSSION	November Minutes were tabled due to getting added support.
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CONCLUSION	<p>November 13 minutes: First motion to approve by Veleka Iwuaba Second motion to approve by John Bromma</p> <p>December 11th minutes: First motion to approve by Jessica Luedtke Second motion to approve by Roma Weaver</p>
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3 Information/Discussion Item(s)

3.1 Upcoming Flex & PD Opportunities

INFORMATION	<ul style="list-style-type: none"> Carla listed available sessions that will be offered for Spring Institution days. Youth Development training had to be rescheduled due to illnesses, but new dates were scheduled. Kelly advocated and promoted this event to the committee. Disability AWARE training will be offered at CE hosted by District DSPS and lunch will be served.
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3.2 Review SDCCE Classified Professional Conference Travel Policy

INFORMATION	<p style="text-align: center;">Classified Professional Travel Policy</p> <ul style="list-style-type: none"> Jessica Luedtke explained the Classified Professional Conference Travel Policy is strictly for classified professionals. Guidelines and restrictions had to be built for a preliminary process and brought to this committee for review to alleviate any questions. Veleka had a question about authorization and prioritization. Jessica explained, if funds are low and with multiple requests, a person who has not used funds will be prioritized over someone who has already used the funds. Veleka also asked about the max of \$2000, for example the NCORE is coming up and may be over the limit. Jessica Luedtke suggested reaching out to their department for allocated funds. Floreniza had a question about how often the work group will be reviewing the request.
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	<ul style="list-style-type: none"> Reviewed the interest form to get clarity of the process and Floreniza suggested adding a section to be able to upload managers email of approval.
3.3 Podcast Share: Carla shared the link https://brenebrown.com/podcast/brene-with-priya-parker-on-the-art-of-gathering/	
3.4 Roundtable	
DISCUSSION	<ul style="list-style-type: none"> Floreniza and Patty shared about their meeting with Dr. Tony for the classified professional equity certification with Maureen. Jessica shared the PIE Committee will be having a training from the Counselor Institute. Instructional Services is hoping to have a dinner for the Adjunct Faculty. Jan Jarrell suggested adding Adjunct sessions to Flex Days.
CONCLUSION	
Action Item [who?]	<ul style="list-style-type: none"> Add approval email section from managers to SDCCE Conference and Travel interest form. Carla to update the Travel Authorization section “any decisions will be regularly brought forward by the Professional Development Coordinator to the Professional Development Committee as an information item in their monthly meeting for transparency.”
4. Adjournment Meeting adjourned at 3:06 pm	

NEXT MEETING:

TBD

Zoom

Minutes submitted by: Nashlee Solis

Minutes approved: 2/12/2024
By Committee