



Professional Development Committee

MINUTES - Monday, September 11, 2023

2:00 – 3:00 PM

Zoom virtual meeting

Members Present:	Carla Grossini-Concha, Denise Munoz, Jackie Sabanos, Jan Jarrell, Jessica Luedtke, John Bromma, Roma Weaver, Veleka Iwuaba, Diana Vera-Alba, Carla Yumul, Maureen Rubalcaba
Members not Present:	Lisa Carulli, Patricia Lopez
Guests:	Esteban Alvarado, Kelly Henwood
Recorder:	Debi King

AGENDA

1. Call to Order 2:01 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION Motion to approve by Roma, seconded by Carla Y.– Agenda approved

2.2 Approval of Minutes for May 8, 2023

CONCLUSION Motion to approve by Jessica, seconded by Veleka – 5/8/2023 minutes approved

3. Information/Discussion Item(s)

3.1 Fall 2023 Convocation Recap & Spring Institution Day

DISCUSSION	<p>Group feedback regarding Convocation 2023:</p> <ul style="list-style-type: none"> • Breakout sessions may facilitate feeling more connected and provide a space for discussion • Smaller spaces could provide an opportunity for learning/teachable moments • How do we encourage attendance for people that aren’t showing up? • Positive feedback regarding the afternoon workshop providing a sense of belonging • Two hours may be too long to be in one place (the theatre) • Temperature in theatre was too cold • Classified professionals answered questions on big posters around the foyer with post-it notes: <ul style="list-style-type: none"> ○ What PD would you like to see? ○ How do you see yourself in the student journey? ○ Have you taken a chance to be in an acting roll – why/why not?
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3.2 Conferences for 2023/24 Fiscal Year

INFORMATION	<ul style="list-style-type: none"> • PD has an institutional conference fund to specifically support classified professionals and administrators conference attendance, faculty should go through Academic Senate for this • PD is working on a new form to be shared at the next meeting for feedback from committee
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3.3 PD Sub Committees

INFORMATION	<ul style="list-style-type: none"> • Professional Development Advisory Committee for Classified Professionals <ul style="list-style-type: none"> ○ STAR Conference planning ○ PD specifically for Classified Professionals ○ Carla G. asked committee to identify individuals to serve on PDAC ○ First meeting 11/9 at 1:00 PM • Flex Advisory Subcommittee <ul style="list-style-type: none"> ○ To plan Spring Institution Days ○ Discuss feedback RE: how Flex is going for their departments ○ Members: Chairs of committees, AS President, Dr. Spradley and IS Analyst ○ First meeting 10/6 at 1:00 PM
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3.4. Discussion: Strategic Plan & Professional Development

INFORMATION	<p>Committee reviewed Institutional Goal 4: <i>Strengthen our commitment to students and employees by promoting internal communication and using data to inform decisions and professional development opportunities</i></p> <p>PRIE Objective 5.1: <i>Promote professional development for customer service, DEI, fiscal processes, leadership, teaching and learning, and technology with guidance from classified professionals, managers and faculty</i></p>
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3.4. Roundtable

	<ul style="list-style-type: none"> • Research Office: Culture of dignity empowerment, Faculty Equity Institute, grant was awarded • Passport to Success: Changes – focus more on “nuts and bolts” for new hires, 25 attendees signed up (8 faculty) • FELI: occurred in July, next FELI in late fall or early spring • ESL: held a workshop to understand our Haitian student and their journey and challenge • ASO: scheduling A/C cert training at the end of November (3 days / 8 hours per day) • DEIC: District providing some funds for NCORE in Hawaii – committee setting up protocol to review applications
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4. Adjournment: Meeting adjourned at 3:02 PM

Next Meeting: October 9, 2023

Minutes submitted by Debi King

Minutes approved:

By Committee 10/9/2023