



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

September 13, 2021 | 2:30 – 4:30 pm | Zoom

LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

LPC Planning Priorities

❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.

❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

Professional Development Committee Quorum: 6

Non-Voting Members:

Dyrell Foster, Administrator Tri-Chair
David Powers, Faculty Tri-Chair
Carolyn Scott, Classified Tri-Chair
Rifka Several, Senior Administrative Assistant
LPCSG – Vacant

Voting Members:

A&H – Martin Nash
BSSL – Gina Webster
PATH – Sarah Dolan
STEM – Howard Blumenfeld
STUDENT SERVICES – Michelle Zapata
ADJUNCT – Vacant
CLASSIFIED/TLC – Tim Druley
CLASSIFIED/AS – Alesia High
CLASSIFIED – Linda Cross
CLASSIFIED – Carmen Ortiz
CLASSIFIED – Anne Kennedy

1. **Call to Order:** Meeting called to order at 2:30 pm with quorum established.
2. **Welcome and Introductions**
3. **Review and Approval of Agenda:** Motion to approve: moved/seconded/discussion: move item 7.4 after Old Business/agenda approved as amended
4. **Review and Approval of Minutes (May 10, 2021):** Motion to approve: moved/seconded/approved
5. **Public Comments** (Limited to 3 minutes per person – the Professional Development Committee cannot act on these comments): None
6. **Old Business**
 - 6.1 Conference Funding – Retroactive Reimbursements: David contacted Chabot College, they do not retroactively reimburse. Discussion: both colleges should be consistent. It has not been allowed in the past with one exception due to an error in processing. Question about legality: no legal advice, but there have been issues with the expense forms being signed and turned in before attending the conference. The conference must clearly benefit the requestor's job. Dr. Foster agrees with consistency and that the formal request process provides liability coverage. Decision: retroactive conference reimbursements will not be considered by PDC.
7. **New Business**
 - 7.1 Conference/Activity Proposals:

Kisha Turner and Michelle Gonzales: Strengthening Student Success conference (\$225 each request)

Motion to approve both conference requests up to the cap of \$500: moved/seconded/approved
 - 7.2 Flex Day Proposals:
 - Todd Steffan and Sal Victoria: Joint Service Transcripts (synchronous)
 - Christina Lee: Cranium Café Training (synchronous) – this is useful training for Classified Professionals
 - Amy Brown: What is Middle College (synchronous)

Motion to approve the above three Flex Day proposals: moved/seconded/approved

Carmel Ortiz is the Classified Professional Senate Professional Development chair; she will be reaching out for Flex Day ideas from Classified Professionals and report back to PDC.

7.3 Committee Related Items During the Summer:

Over the summer, we were notified that two faculty members submitted conference proposals that were lost in the signature process. These proposals were approved by the PDC tri-chairs. Question: If pressing PDC business arises during the summer, is there approval that the tri-chairs make PDC decisions? Committee members expressed trust in the tri-chairs.

This policy will be put in writing for PDC operational policies.

7.4 Aligning Professional Development Opportunities with College Goals and Planning Priorities - Dr. Foster:

Recap of professional development goals and priorities from the President's Goals, Educational Master Plan and College Council:

- Organizational effectiveness – insuring equitable access to relevant professional development opportunities for all college personnel
- Increase student success and completion through supporting focused professional development
- Ensure employees are encouraged to pursue appropriate professional development
- Foster professional development that aligns with college goals and planning priorities

PDC is an advisory capacity to address professional and personal growth needs of the campus. The PDC charge is to develop policies and processes for distributing PDC funds, and plan and promote professional development activities

How should PDC and the college:

- Foster professional development
- Ensure equitable access to professional development
- Support focused professional development
- Align professional development with college goals and planning priorities
- Ensure that employees are encouraged to participate in professional development opportunities

Discussion:

Classified Professionals are not included in Flex Days and other professional development opportunities (Chabot closes the entire campus for Flex Days to allow CP participation)

Need to redefine professional development funding – not only for conference attendance, but including other activities such as department training

Can we advocate for an on-campus professional development center?

The Persistence Project is also addressing professional development

Shifting the professional development culture away from individuals attending conferences, achieving campus culture changes

There is a benefit to organic development of professional development that is not just individually focused

Support needs to come not only financially

Caring Campus is part of meeting the professional development needs

Professional development happens in various campus initiatives. Is there a role for the PDC in this alignment?

When professional development funding from any campus entity is requested, have PDC provide feedback about alignment to college goals

PDC can serve as a central place to provide information on funding sources, contacts on campus and through the district

Research past professional development activities to see if they map to college goals and planning priorities

Need a roadmap for staff on to how to access professional development

8. Informational Items

8.1 Fall Flex Day: Scheduled October 28, in conjunction with Chabot College. It will be virtual.

8.2 Variable Flex Part 1 due to Rifka by November 15.

8.3 PDC Budget: The beginning budget is \$11,883. We received the same funding as last year, but no 'roll over' of last years' unused funds. *Discussion about late expense forms being turned in after the end of the FY on agenda for the next meeting. Consider a PDC policy to cut off all expense payments at the end of the fiscal year (mid-July).*

8.4 New Faculty Orientation: No new faculty.

8.5 PATH Division Representative: Vacant position

8.6 Adjunct Representative: Cheryl Dolan

8.7 LPCSG Representative: Discussion about what benefit to or role do students have in the PDC committee? Students can let PDC know what faculty training needs they would like to see happen. Do we want to consider a student government presentation at Flex Day?

9. Good of the Order

10. **Adjournment**: Motion to adjourn: moved/seconded/meeting adjourned at 4:01 pm.

11. **Next Regular Meeting: October 11, 2021 via Zoom Conference**