



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

October 11, 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 – Vacant  
STEM – Howard Blumenfeld  
STUDENT SERVICES – Michelle Zapata  
ADJUNCT – Cheryl Dolan  
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 2:31 pm.
- 2. Welcome and Introductions**
- 3. Review and Approval of Agenda:** Motion to approve: moved/seconded/approved
- 4. Review and Approval of Minutes (September 13, 2021):** Motion to approve: moved/seconded/approved
- 5. Public Comments** (*Limited to 3 minutes per person – the PDC cannot act on these comments*) NONE
- 6. Old Business**

**6.1 Deadline for reimbursement requests:** Business services provides a grace period up until mid-July. The form can be modified to include a definite end date for submitting reimbursements (June 30), so the payments do not roll over into the next fiscal year.

Reimbursements should be tracked in their same fiscal year. The form does state that they should be submitted within 30 days after the attendance.

Suggestion that David sends out reminders about conference processes.

Extenuating circumstances discussed, such as conference attendance after June 30. Decision: the current policy on the Conference Leave Expense form will stand. The form states "Claim forms must be received by the Business Office no later than the tenth day of the month following the month in which the conference was attended." In the case of faculty or staff attending conferences in June, they would still have a deadline of July 10th to request reimbursement. If they missed this deadline, then they would not get reimbursed.

## **7. New Business**

**7.1 Conference/Activity Proposals:** There was PDC email approval for MICHELLE ZAPATA's conference attendance after last meeting.

New request from JOANNA TICE JEN: \$150 to attend “Feminist Community Formations Across Borders and Experience” (National Women’s Studies Association), a virtual conference. Motion to approve up to \$500 for this request: moved/seconded/approved

7.2 Flex Day Proposals: sent ahead of the meeting for review.

Motion to approve submitted proposals: moved/seconded/approved

7.3 Flex Day Keynote:

David reached out to Josue Hernandez about a student panel keynote regarding student experience during virtual college attendance. A second keynote student panel was submitted by Kyle Johnson: making LPC a safe space for LGBTQ+ students. This is supported by the Academic Senate advisory committee on LGBTQ+ equity.

Motion to offer two keynote sessions: moved/seconded/approved.

Encourage a breakout session following each student panel.

Discussion on having a morning and afternoon keynote? David has reached out to Christine Hornbaker about how to best present student panels virtually. Suggestion that for Spring Flex we explore some longer session blocks.

For the survey: add questions for future planning such as - would you like longer sessions? Do you want evening sessions?

7.4 Professional Development Books: Catie Eagan would like a professional development section of the LPC library. She has a small budget for physical and e-books. A list is being compiled. The final list could be published in the PDC website. Tina can make a town meeting announcement. Please send David your suggestions for professional development books.

## 8. Informational Items

8.1 Fall Flex Day, October 28: Updates for Classified Professionals – this day is available for all staff (also College Day and Convocation). Administrators will be contacting their Classified Professionals. Discussion about how Classified Professionals would attend virtual sessions with their existing workload. Essential services, such as the child development center and security, will have to continue.

8.2 Variable Flex Part 1 due to Rifka by November 15: parts 1 and 2 can be turned in if the flex is completed.

8.3 PDC Budget Update: \$7240 available for conferences (with the approval of Joanna Tice)

8.4 New Faculty Orientation: no new faculty, however, there is a fire tech replacement is proceeding.

8.5 PATH Division Representative: David will reach out to Dean Bell.

8.6 LPCSG Representative: David will reach out to Josue Hernandez.

**8. Good of the Order**

**9. Adjournment:** Motion to adjourn: moved/seconded/approved. Meeting closed at 3:48 pm.

**10. Next Regular Meeting:** November 8, 2021 via Zoom Conference