Minutes for Professional Development Committee (PDC)

April 9th 2024 @ 2 – 3pm

L160 & Zoom

# Attendance

## Co-Chairs:

Faculty Co-Chair: Sara Manuel

Administrator Co-Chair: Anna Melby

Classified Co-Chair: Anita Karr

## Members Present:

Martha Gonzalez, Tori Furman, Derek Robinson, Jessica Black, Pete LeGrant, TJ Mason, Dan Hall, Alex Rockey, Karen Zenteno, Jason Ament, Danny Chavez, Aaron Barber, Anabel Beltran, Jen Rachal, Chris Glaser

## Members Not Present:

Christie Howell, Regina Adams, Kristi Wilson

## Guests:

Kalina Hill, Kristin Rabe, Victor Crosthwaite, Bernadette Towns

# Called to Order

* Called to order at 2:03 by Sara.

# Approval of Agenda

* Approval of Agenda
  + Martha Gonzalez moved, Alex Rockey seconded, all approved

# Approval of Meeting Minutes

* Approval of Meeting Minutes
  + Derek moved to approve minutes, Alex seconded. All approved

# Agenda Item #1 – President Address

* BC President Fliger will address the committee
* President Fliger not present to address committee (tabled)

# Agenda Item #2 - Classified Retreat Planning

* Kristin Rabe – Share experience with previous classified retreat planning
  + Used to be Staff Development Coordinating Council, SDCC
    - Kristin was member for years, best of which during years with retreat (2001-2006/7)
      * Did survey to find what people wanted.
    - Should be off campus. Needs to be free.
  + Alex asks Kristin: takes a year?
    - Answer: yes. Materials, presenters, etc.
* Victor Crosthwaite – CSEA president. Discuss needs and interests for retreat events and speakers
  + People do need some sort of appreciation shown. He’s been here 18 years and nothing.
  + Staff shouldn’t be treated like robots. Morale is low.
* Date selection
  + Is June possible?
    - For half day, maybe
    - Tuesdays or Thursdays work better.
* Volunteers
  + Volunteers: Martha, Anna, Kristin, Victor
* Chris Glaser: suggests connecting with Endee Grijalva working on employee training project
* Alex: can we use left-over money from conference/trip funding?
  + Maybe

# Agenda Item #3 - Flex Week

* Kalina Hill & Dan Hall - Flex week planning updates
  + Kalina presents slideshow on the why and wherefore of FLEX week.
    - Changing technology to improve record keeping.
  + Dan: timeline and data
  + Needed:
    - Faculty presenters needed
    - Find out topics for classified staff (need classified involvement)
    - Logistical support, including monitoring classrooms, tech support
    - Input from PDC welcome
      * Use list of people who got scholarship to reach out and ask them to present.
  + 504 people attended spring FLEX.
    - Difficulty of classified attendance - they cannot get away. (hence the need for a retreat during a less busy time)
      * Alex: What about asynchronous options for flex sessions? Could prepare a Canvas shell.
      * Chris Glaser: hub for resources/training. But we need to make it a priority to allow classified to go.
        + It’s a requirement for faculty but not classified, but it’s still beneficial. We need to prioritize classified too.
  + Sara: Reach out to Dan and Kalina if interested in collaborating.

# Agenda Item #4 – Scholarships: Application & Budget Updates

* New application to review and vote on
  + Kimberly Arellano Carmona: Dan moves to accept, Derek seconds, all approved.
* Total budget, awards given, amount remaining
  + Budget updates: $5000 total budget for fiscal year. $3177.39 dispersed; $1822.61 remain. (-$500 for Kimberly, Alex pending)
    - Net $822.61 left

# Agenda Item #5 - Flex Reporting Form

* Academic senate feedback - Update flex reporting form
  + Academic Senate asks us to revise the form.
    - Will have to wait for next semester.
    - Need to update for next year.
* Remind departments that FLEX reporting form is due before finals.

# Meeting Adjourned

* 3:01pm