

**April 11, 2017  
3:30-4:30, AC 303  
Minutes**

**Present:** Gina Longo, Stacey Lince, Nicole Oldendick, Beth Patel, James Stopher

**Absent:** Tonya Hersch

**Beth Patel led the meeting.**

**Agenda Review**

Today's Agenda approved.

**Minutes**

Minutes from March 25, 2017 meeting were approved.

**Classified Staff Professional Development Funding Requests: forms & process:**

- Beth discussed revising the Request for Classified Staff Professional Development Funds form to reflect the current process.
- Nicole distributed the section of CA Ed Code that pertains to Professional Development & we determined that the categories are the same for Faculty & Classified Staff.
- Once the form is revised, it will be posted to the PD website.

**Classified Professional Development Day: Evaluation and future plans:**

- Nicole Oldendick put together a synopsis of CPDD to share with cabinet.
- Emerging themes for future CPDD are working together effectively, teambuilding, self-care, yoga & exercise, and self-defense.
- Fall 2017: There will be one Professional Development Day mid-semester for both faculty & staff. Tentative date is October 16. It will count as a flex day for faculty.
- Proposed that College closed to students & public all day in order to accommodate longer sessions & "cross pollination"/teambuilding activities that include both faculty & classified staff.
- Proposals for fall will be sent to faculty & classified staff.
- Track attendance electronically by sending out Survey Monkey questionnaires.

**Faculty/Staff Appreciation Luncheon**

- Greg Nelson confirmed as emcee
- Appreciation awards presented by Academic & Classified Senates.
- Publicity: update posters, electronic communications, RSVP's. Gina will work with
- Shook Chung & Nicole Cruz/President's Office.

- Stacey will enter a School Dude for the event set-up.
- Beth will order the balloons & arrange for Gabe Lambert to pick-up.
- Beth will arrange a meeting with Susie/Cafeteria regarding food.

**Flex Update:**

- Beth will send out a call for proposals for fall flex next week. The call will request sessions built around the following themes:
  - SLO's, Multiple Measures, Diversity, Inclusivity, Equity, and Accessibility on all levels.
- Flex Reporting:
  - Beth is also continuing to work on streamlining/automating the Flex reporting.
  - Goal is to eliminate binders with paper.
  - An electronic reporting system will make it easier for HR to track.
  - A report could be run for auditors or accreditation review
  - The automated process will be piloted with full-time faculty.
  - Change the program to year-long rather than semester by semester.
  - Develop clearly defined parameters for individual flex activities that work within a professional learning plan.
  - Require that faculty submit their requests for approval in advance.

**Update on Professional Development Plan**

- The PDP will go to PRAC on 4/18 for approval.
- Per Jonathan Eldridge's request an executive summary will be added to the front of the plan prior to 4/18. The summary will include overarching themes of the plan.

**New Building Plan**

- **Propose creating a Professional Development Center modeled after the one at Butte College.**  
**PD Center could include the following:**
  - Employee lab to be used for staff development training.
  - Scantron Machine.
  - Conference Room for Senate Meetings.
  - Teacher Learning Center.
  - Media Services.

**Next Meeting is Tuesday, April 25, 2017.**

**Future Agenda Items:** Faculty/staff appreciation luncheon, Flex update, New building plans continued.