

**September 13, 2016**

**3:30-4:30, AC 229**

**Minutes**

**Present: Current PDC Members:** Tonya Hersch, Connie Lehua, Stacey Lince, Gina Longo, Beth Patel, James Stopher, Javier Urena

**Additional Attendees for Classified Professional Development Day Planning Session:** Lindsay Bacigalupi, Dianne Faw, Nekoda Harris, Nicole Oldendick, Sadika Sulaiman Hara

**Absent:** Beth Pratt

**Beth Patel led the meeting.**

**Agenda Review**

Today's Agenda was approved.

**Minutes**

May 10, 2016 Minutes approved.

**Welcome to new members**

**PDC Business**

Nekoda Harris brought some requests for Staff Development funding for approval:

- Skillsoft Annual Renewal: The Committee requests more information before approval. Are staff using it? Skillsoft vs. Lynda.com. Do we need to subscribe to both? She will do some research & report back.
- Request for Staff Development funding from staff member(s) received after the travel/conference. Beth Patel & Nekoda will discuss further after the meeting.

Since Nekoda is managing the Staff Development budget, she will forward funding requests to PDC for approval.

**Classified Professional Development Day Planning Session**

**Background:** PDC and PRIE were charged with planning a Classified Professional Development Day by President Coon. The date has been set for October 14. Beth Patel invited some other members of the COM Community to join in on the planning of this event. She distributed a draft of an agenda for the day. She reached out to Classified Senate to submit some ideas/areas of interest for workshops.

Concern was expressed that classified staff were asked to put on their own event & that there is a need for a Classified Staff Development facilitator position. In the past there was a 1.0 FTE classified position for Staff Development.

Lindsay shared some ideas that came from the last Classified Senate meeting.

The following list includes ideas from Classified Senate & from brainstorming at today's meeting:

- Communication/Management Styles Conflict.
- Departments: Areas of expertise/responsibility.
- Campus Safety
- Event Set-up/Breakdown/Recycling
- Recruiting more Diverse Student Populations
- Safe Space
- Technology Training
- Scholarship
- Fun Breakout Sessions
- New Employee Orientation/Onboarding: Process/Procedure
- Student Panel: View of COM from student perspective
- Road to Success Set-up to learn about other departments
- Repeating some workshops from Faculty Flex week that would be of interest to classified Staff:
- Mindfulness/Stress Reduction, FLIT Findings, Creative Flex Session, M & O: Help us, Help You.
- Activities during lunch.
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Work groups were established as follows:

Publicity: Gina, Jim (Work with/contact Nicole Cruz to send out communications to Classified Staff)

Program: Sadika, Stacey, Javier, Tonya, Monica (Email Sadika with ideas, suggestions from staff)

Lunch Activities/swag: Lindsay ask PE Staff to help.

Gina will send minutes from this meeting to PDC & all the invitees from the Outlook invite.

**Next Meeting is Tuesday, September 27<sup>th</sup>:** Continuation of Classified Staff Development Day Planning.

**Future Agenda Items:** Progress Report on Classified Staff Development Day Planning.