

September 27, 2016

3:30-4:30, AC 303

Minutes

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

Additional Attendees for Classified Professional Development Day Planning Session: Lindsay Bacigalupi, Monica Rudolph

Absent: Connie Lehua, Beth Pratt

Beth Patel led the meeting.

Agenda Review

Today's Agenda was approved.

Minutes

Minutes from 9.13.16 meeting were approved with 2 changes that Dianne Faw emailed to Gina:

- Clarification on the following "in the past there was a 1.0 FTE classified position for Staff Development". Gina added "(the position was responsible for both Classified and Faculty Staff Development)."
- Lunch Activities/swag: Lindsay will ask Classified Senate for ideas (not PE staff).

Gina will revise the minutes to reflect the changes.

PDC Business

Beth had more information from Nekoda Harris regarding her 2 funding requests that she brought to the last meeting.

- SkillSoft Annual Renewal: The Committee approved it due cancellation period has passed. PDC is concerned that funds are being spent on something that isn't being used. PDC will make an effort to get the word out & make sure links are easily accessible to staff from the COM website (PDC Web page) for this year. Going forward the contract should be cancelled, since we also have access to Lynda which is more robust & we don't need subscribe to both.
- The Staff Development Request that was brought to the last meeting was approved for \$500.
- The necessity for a clear procedure for Applying for Classified Staff Development Funding was emphasized.

Professional Development Plan

- Need to update every 3 years: We should revise it to reflect changes made to Strategic Plan etc.

Add FLIT. It should be revised within the next month.

- PDC members should review prior to next meeting.

Classified Professional Development Day Planning Session Round 2

- **Program Committee Report:**
 - Final Program has been posted to PDC webpage:
<http://www.marin.edu/com/ODP/StaffDevelopment/index.htm>
- **Publicity Committee Report:**
 - Save the date email sent & Posters/flyers have been requested (the location for the opening should be included once it's confirmed).
- Lindsay Bacigalupi offered to do work orders for lunch set-up & rooms.
- Stacey Lince will do the initial "Welcome" & introduce President Coon & VP Eldridge.
- There are approx. 200 Classified Staff which includes CSEA, SEIU, Confidential, and Supervisorial.
- Event planning for 150.
- Suggestion to provide name tags, programs & evaluation forms.

Next Meeting is Tuesday, October 10: Meeting Agenda Items: Wrap up
Classified Staff Development Day Planning & Review PDP.