

Professional Learning Committee

February 14, 2023

3:30-4:30 p.m.

AC 303 and Zoom

Present: Cara Kreit, Mary Kesler, Stacey Lince, Tonya Hersch, Danila Musante, Sally Wong, Allyson Martinez, Shook Chung,

Absent: Connie Lehua, Cari Torres-Benavides, Carol Hernandez, Tea Perales, Patricia France

- **Agenda** - Agenda approved
- **Minutes** – Minutes for 1/24/23 approved
- **Meeting Goals:**
 - Draft session content / structure for Classified PL Day, in prep for save-the-date
 - Identify follow ups for Classified PL Day planning
- **Committee Updates:**

Appreciative inquiry from around the College.

 - Email from Classified Senate – regarding session lead by Dr. Alex Jones.
 - Reflection of Feb. 10 Classified Professional Leadership webinar – positive experience. Comments that it follows the current theme of “pathfinding” for Classified staff.
 - EEO Grant – discussed this new opportunity for Leadership development for Classified Professionals.
- **Requests for Classified Funds:** None today
- **Debrief Flex Week January**
 - Land Acknowledgement update: Tea Perales and Nicole Cruz will be leading the work, bringing in Angela Olmanson when she returns from leave. Hoping that Tea can update PLC when they return.
 - Convocation keynote
 - Discussion of interest in having a student panel for Convocation in lieu of a keynote speaker. Comment that we are all here because of the students; emerging theme of student-centeredness as part of August. Suggestion to pick a topic and then choose students for that particular subject. Clarifying the message of the theme first. Discussion about being intentional about finding students college, with caveat that prep for panel is time-intensive for students and moderator.
 - Request from Dr. Coon for his last Convocation if we have a speaker, consider a female speaker.
 - Discussion about whether it should be an outside speaker or in-house content; also that cohesion between Convocations is important.

- Should it be recorded? Recording was tried in Spring but didn't work. Some people need accommodations, so video recording would be helpful. To be discussed further.
 - Action item: Cara will reach out to Dr. Coon to determine if he has direction on Convocation content.
- **Staff appreciation luncheon**
 - Tentatively Wed. May 24th.
 - Sometimes this luncheon is combined with retirement celebration
 - That week is busy with many celebrations, should the date be moved? Suggestion to hold it earlier in May.
 - Location discussion: Last year, it was held outside in front of Fine Arts building- it was hot and miserable. If held outside again, shade would be needed. If we want to hold it inside, it would need to be held inside cafeteria. However, holding in cafeteria has drawbacks too.
 - Next steps: look into shade options outside of Fine Arts building, reserve Cafeteria as a back-up for May 24th. Look into catering options: Suzie and Dee's Catering.
 - **Classified PL Day – Wednesday, March 22, 2023:** Discussion about topics for learning:
 - Keynote session planning: Recap of meeting with Betina and Rebecca from 3CSN. They have accepted our request to travel to COM to be our keynote speakers.
 - Betina and Rebecca requested tables rather than chairs in rows for the room configuration for breakouts. The only place on campus that accommodates this setup is the cafeteria. AC 255 is not large enough for 160 people and doesn't have round tables.
 - Decision to use the cafeteria, decorate so it looks welcoming, serve a nice breakfast. Be sure to have enough food.
 - Catering: Suzie is available during that week for catering. Lunch of salads and sandwiches was suggested. Cara will follow up.
 - Breakout session planning: discussion about how many rounds and how many breakouts per round. Up to 3 rounds of sessions planned. At least 3 sessions during each round.
 - 1619 Project topic discussed: change perspective so it relates to Classified staff rather than faculty. Needs facilitator / ask Paul Wilson to participate if facilitator available.
 - Goal-finding topic discussed: Nicole Cruz held an activity during It's Fall Y'all regarding "Finding Your Why". Suggestion to ask her to present this topic or participate from perspective of someone who had internal mobility; other names mentioned who had mobility as well.
 - Communication Dept. re: presentation skills session perhaps?
 - Interviewing skills: Jonathan and Nikki
 - Next steps for follow ups: meeting with Keynote Speakers again

Adjourn

Next PLC meeting is scheduled for February 28, 2023.