

Professional Learning Committee

February 13, 2024

3:30-4:30 pm

AC 303 and Zoom

Present: Cara Kreit, Shook Chung, Mary Kesler, Allyson Martinez, Danila Musante, Patricia France, Teresa Perales, Sally Wong, Carol Hernandez, Stacey Lince, Tonya Hersch, Tshiamo (Te-Amo) Tshabalala

Absent: Connie Lehua, Cari Torres-Benavides

- **Agenda** - Agenda approved
- **Minutes** – 1/23/24 Minutes approved
- **Classified PL funding requests: 5 Requests:** Andrea Guzman \$500, Robert Northman \$500, Joan Paulino \$500, JoAnn Teer \$500, Shook Chung \$500- approved
 - Discussion if there is a rule restricting the number of people attending the same conference. Cara will do some research to find out; approval to move ahead w/ approval of above requests as long as there are no restrictions.
 - Funding Request form needs revisions. Suggestion to add instructions for requestors to spell out the names of conferences and groups (avoid using abbreviations).
- **Updates:**
Monthly Chancellor's Office Webinars are taking place on some Fridays.
- **TLC Task Force: Cara and Carol summarized Task Force discussions**
 - Fine tuning recommendations around name, staffing, next steps for the TLC
 - Request to not use the abbreviation TLC for the name
 - Recommendations will come to PLC, then College Council
 - Professional Learning Center is one suggested name
 - Cara and Carol will share slide deck after next Task Force meeting.
- **Classified PL Coordinator**
 - 2nd interviews are underway
- **Debrief: Caring Campus Meeting**
 - Initial Meeting with IEBC (Institute for Evidence Based Change) Monday, Feb. 12 with Ken Sherwood
 - Focus of Caring Campus is on making students feel welcome on campus
 - Establishing behavioral changes on campus to increase student retention

- Evaluating if it is a Classified Leadership opportunity.
- Cost is \$50,000 for Classified Staff training, Faculty training would be \$75,000 – but if Faculty program was added to Classified, it costs \$50,000
- 2/3 of California Community Colleges are involved in Caring Campus.
- Time commitment is unknown at this time.
- Pre and post-evaluations will be done to assess effectiveness
- Met with Irvine Valley College earlier this year and talked to Classified Staff that were involved in Caring Campus.
- Next step: discussion with Jonathan Eldridge and management.
- Budget will be discussed. There are different funds that could be used:
 - Caring Campus could fulfill some goals in the EEO Plan. High interest in Classified Leadership plan, so funding could possibly come from EEO funds.
- **Classified Professional Learning Day – March 20, 2024 (During Spring Break) at Kentfield Campus**
 - Recap of overall structure, theme
 - Agreement to have Jonathan as Opening session facilitator with co-facilitators (Classified Senate)
 - Review / discussion of draft sessions and next steps
 - Gluten-free options for food
 - Suggestion for training around mandated reporting – HR
 - Discussion of other timing options for the wellness sessions.
 - Concern that people will leave if fun offerings are at the end.
 - Less buy-in from administration if wellness sessions are part of morning or afternoon sessions.
 - Discussion of having a Student panel with Customer Service focus
 - Suggestion to ask Nequeshe/Tea to help with this.
 - Possible IT subjects for a session: Adobe Sign, Teams, Sharepoint
- Next meeting is 2/27/24
- Meeting adjourned