

**Professional Learning Committee Meeting**

**February 11, 2025**

**3:30 - 4:30 pm**

**AC 303 and Zoom**

**Present:** Cara Kreit, Allyson Martinez, Stacey Lince, Mary Kesler, Alyssa Graff, Shawna Callahan, Sally Wong, Nikki Harris, Holley Shafer, Teresa Perales, Danila Musante,

**Absent:** Patricia France, Cari Torres-Benavides, Lauren Servais

- **Agenda** - Agenda approved
- **Minutes** – 1/28/25 minutes approved
- **Funding Requests: none today**
- **Appreciative Inquiry and Committee Updates on Professional Learning**
  - EEO Committee: Employee Engagement Survey Overview Wed. 2/12
    - Looking for ideas on how to recognize people for Professional Learning
  - Stacey Lince: Planning Spring Digital cleaning session: ways that we can clean up (lighten environmental impact), update and make digital files more accessible. Asking for volunteers to help.
  - 2/19: Black History Poetry Reading in AC 255
- **Classified Professional Learning Day: Thursday, March 20 at Kentfield**
  - Theme: Better Together: Amplifying our Collective Strengths
  - Keynote Speaker confirmed: Shanell Tyrus
    - Shanell will also facilitate a session in the first round
  - Sessions planned:
    - Public Speaking
    - Financial Wellness
    - Professional Development Wellness Fair
    - Understanding Racial Justice
    - AI Session: using AI prompts effectively in your job
    - Workforce certificates/goals session
      - May encourage M&O to attend
  - Catering: Light breakfast, Burrito bowls & salads
    - Consider requiring RSVP for food
    - Suggestion to label food items for allergens
  - Professional Development Fair Brainstorming
    - Plan to combine tabling with community building activities
    - Location: inside and outside of the cafeteria

- Suggestion to encourage people to visit many of the stations by having card stamped and receiving an incentive for visiting stations
  - Tabling ideas – Caring Campus sponsoring
    - Massage chairs
    - Community Building ideas: tote bag & pot painting, games
    - Music ideas: Matt Howard music, students
  - Marketing and Communications – Alyssa will be submitting design request soon
  - Consider Spanish language materials and interpretative services
    - Ask in the invitation if people would like interpretive services
    - Or survey afterwards to see if there is a need next time
    - How many classified employees might need an interpreter? Is cost justified and what are the barriers to access?
- **Professional Learning Center updates – new recurring agenda item**
    - Bring plans to the committees and Senates
  - **Professional Learning ideas other than Flex Week and Classified Professional Learning**
    - Need Professional Learning website page that includes a hub/repository for events and conferences
    - Refresh of the PL website is planned. Cara & Alyssa have a discussion with Marketing and Communications this week.
  - Next meeting is Tuesday, February 25, 2025
  - Meeting adjourned