

Professional Learning Committee (PLC)

MEETING MINUTES

December 16, 2025

3:30 - 4:30 pm

AC 303 & Zoom

Present: Steve Carrera, Alyssa Graff, Stacey Lince, Tessa Kaplan, Nico Chen, Mary Kesler, Allyson Martinez, Shawna Callahan, Holley Shafer

Absent: Cari Torres-Benavides, Liz Boner, Lauren Servais, Teresa Perales, Nikki Harris

Agenda - Agenda approved

Minutes – 11/18/25 minutes approved

Funding Request: none today

Professional Learning Plan

- The Professional Learning Plan is complete and ready for design.

Convocation Update (Jan. 17)

- Format: Department updates → College of Marin trivia → Alumni panel.
- Alumni Panel: Moderated by Malaika Smith.
- Confirmed: 4 alumni, including Mario Lopez and a NASA scientist.
- Goal: Inspire staff by exploring "What does College of Marin mean to you?"

PLDC Open House Planning (Jan. 17)

- Goal: A celebratory, interactive event to launch the PLDC and gather staff input.
- Budget: ~\$400 for food and supplies.
- Activities:
 - Learning Profiles: Staff create profiles (name, photo, learning goal) on cardstock to build a community wall.
 - Prompts: "What do you want to learn this year?" or "What's a learning goal you have?"
 - Resources: Instax camera (from Tessa), film (PLC to buy), and craft supplies.
 - Suggestion Boards: Staff provide input on two boards:
 1. "What do you envision in this space?" (e.g., events, resources)
 2. "What are your suggestions for future professional learning?"
- Food & Drink:
 - Provide upscale snacks for all staff, especially classified professionals who don't receive a formal lunch.

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- Sourcing: Molly Stones (for specialty items) and Costco (for charcuterie/fruit boards).
- Drinks: Water, sparkling water, and sparkling apple cider.
- Promotion:
 - Outreach: Emails, flyers, and direct invitations to departments like M&O.
 - Signage: Borrow A-frames for open house; order two A-frames (one for the open house, one reusable for future events).
 - Cross-Promotion: Convocation announcements and a potential alumni panel visit to the PLDC.
- Space & Logistics:
 - Layout: Food in the non-carpeted workshop space; activities in the lounge.
 - Flow: Encourage a "grab and go" model to manage the small space.
- Room Booking: A specific form will be required to ensure the space is used only for professional learning.
- Decor: Warm the space with Shook Chung's photography and fun bulletin board borders.
- Invitation: Send a special invite to the original PLDC task force to acknowledge their advocacy.

Flex Week Calendar Updates

- CSS Technology Training: Moved to Wed, 9:00 AM.
- CSS Building Tour: Moved to Fri, 1:00 PM.
 - Meeting Point: "Creekside Entrance" (1st floor).
- Engagement Fair: Canceled due to staff interview conflicts, which will increase open house attendance.
- "Instruction that Works for Everyone": Carl is the faculty lead for Daria's session.
- Bolinas Field Station: The calendar will be updated with the full address
 - Shuttle: Steve is coordinating a shuttle to Bolinas with Eresa and Klaus.

Next meeting is Tuesday, January 13, 2026

Meeting adjourned