

## Professional Learning Committee (PLC)

### MEETING MINUTES

January 13, 2026

3:30 - 4:30 pm

AC 303 & Zoom

**Present:** Steve Carrera, Alyssa Graff, Holley Shafer, Nikki Harris, Tessa Kaplan, Liz Boner, Mary Kesler, Stacey Lince

**Absent:** Cari Torres-Benavides, Lauren Servais, Teresa Perales, Nico Chen, Allyson Martinez, Shawna Callahan

**Agenda** - Agenda approved

**Minutes** – 12/16/25 minutes approved

**Funding Request:** none today

### Professional Learning Plan Update

- The Professional Learning Plan is in its final draft.
- Alyssa will incorporate final feedback next week before sending it to Marketing for publication.

### Flex Week Check-in

- Flex Week is running smoothly with no major issues.
- One session was canceled due to presenter who was ill.
- The new ProLearning session had 10 engaged participants, validating the format's effectiveness for promoting PLDC resources.
- Convocation: The alumni panel run-through was successful.

### PLDC Open House Logistics (Jan 15)

- Goal: Drive attendance to the new Professional Learning and Development Center.
  - Email invite with directional signs and reservation info (sent Jan 15).
  - Announcement at Convocation.
- Release time granted for classified staff to attend.
- Activities:
  - Learning Profiles: Staff write learning goals on cards, with an optional Polaroid photo.
  - Feedback Boards: Post-it prompts for staff to share ideas for the center.
- Food: Meat/cheese/fruit boards, dessert, and sparkling water.

## Professional Learning Committee (PLC)

- Volunteers Needed: 3 people to staff the center ~5 mins before Convocation ends, as Alyssa and Steve Carrera are presenting.
  - Tessa Kaplan will check her availability.
  - Alyssa will email all of PLC to ask for volunteers
- Request for all PLC members to attend the PLDC Open House between 11 & 12:30.

### Classified Professional Learning Day (March 13)

- Strategy: Balance professional skills with community building.
- Rationale: Dr. Eldridge wants to shift focus from social activities (e.g., painting) to professional skills, as Employee Appreciation Day (the week prior) will cover community events.
- Session Ideas:
  - Re-run Popular Sessions: Customer Service, Public Speaking (Victor), Digital Declutter (Chas).
  - New Topics: AI Collective presentation, Teams/SharePoint training (Angela Olmanson), wellness/meditation.
  - Opening Session: Replace the keynote with an internal panel.
    - Format: Executives and classified professionals share career stories.
    - Builds community, offers relatable insights, and is budget-friendly.
- Alyssa will compile a CPL Day session list for the next meeting.

### Future Professional Learning Programming

- Challenge: Increase in-person training attendance despite travel barriers (e.g., a 2-hour round trip for a 1-hour session for those coming from IVC).
  - Bundle Sessions: Offer back-to-back trainings to make the trip worthwhile.
  - Host "Watch Parties": Use the PLDC for groups to attend remote trainings together, enabling post-session discussion.
  - Promote Workstations: Advertise the PLDC's workstations as a way for staff to extend their visit and work before/after a training.
- Partnerships:
  - UEI: Collaborate on a session to strengthen the partnership.
  - Culturally Responsive Pedagogy group
  - GRC: Partner to create training on committee work (e.g., consensus building).
  - Offer for COMMunity Hour events to be held in the PLDC if they are Professional Learning

Next meeting is Tuesday, January 27, 2026

Meeting adjourned