

## Professional Learning Committee (PLC)

### MEETING MINUTES

February 10, 2026

3:30 - 4:30 pm

CSS 102 & Zoom

**Present:** Steve Carrera, Alyssa Graff, Holley Shafer, Nikki Harris, Tessa Kaplan, Mary Kesler, Stacey Lince, Emily Caldwell, Nico Chen, Allyson Martinez, Teresa Perales, Shawna Callahan

**Absent:** Cari Torres-Benavides, Lauren Servais, Liz Boner

**Agenda** - Agenda approved

**Minutes** – 1/27/26 minutes approved with attendance corrections

**Funding Request:** 1 approved: Diamond Alexander

**Faculty Flex Hours:** Faculty have been updated with their Flex Hour obligations, all attendance is entered from Flex Week

### Classified Professional Learning (CPL) Day Planning

- Theme: "Skills that Empower, Connection that Sustains" was chosen by vote.
  - Opening Session: Cross-departmental Jeopardy game facilitated by Classified Senate using "3 Things" lists from Caring Campus.
  - Keynote: Stormy Miller Sabia will present on burnout and re-energizing, aligning with the original goal of addressing "caring fatigue."
  - Review of the Breakout Sessions:
    - AI Tools Session: Stacey Lince & AI Collective will demo Microsoft Copilot, covering FERPA compliance.
    - Career Advancement: Chanel Brock-Montalbano will lead a session on articulating skills for interviews.
    - Undocumented Students: Hugo Guillen will lead a session on supporting this student population.
    - Microsoft Tools: Angela Olmansen will present on Teams, OneDrive, and SharePoint.
    - Campus Safety: Suad Vila will present a new angle on this recurring topic.
    - Open Session Ideas:
      - Disability Justice: A session with Dr. Gail Ann Rulloda was strongly requested.
      - Mandated Training: If Gail is unavailable, the new state-mandated student disability training could fill the slot.
      - Personal Finance – Tim Wat
  - Post-Lunch Activity – Community Engagement:
    - Goal: Replace the typical breakout sessions with a single, engaging activity.
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- Options:
  - DISC Personality Exercise: A condensed version of a popular past session led by Colleen Mihal and Yashica Crawford.
  - Networking "Musical Chairs": A speed-dating style activity to connect staff from different departments.
- Venue: New CSS building on a Friday (new day for this event). This smaller space requires a new layout and may have more distractions.
- Catering: Debbie Ghiringhelli will provide a hot buffet.
  - Main: Rosemary Chicken Breast
  - Vegetarian: Vegetarian Triangle Ravioli Marinara
  - Ensure all food is clearly labeled for dietary needs.

### ProLearning Platform Refresh

- A new homepage design is launching next week to improve user experience.
- New Features:
  - Dashboard: New Design with buttons for access to: Workshop Calendar, Search for Training, Total Flex Hours, View My Transcript, Enter External Flex Activity.
  - New COM Internal and Required Training Section: Provides direct links to mandatory courses (e.g., Sexual Harassment Prevention, Safety).
- Launch Plan:
  - Communication: Emails and training materials will be sent before the launch.
  - Testing: PLC members will test the new site on launch day to ensure all links and functions work correctly.

### Professional Learning & Development Center (PLDC)

- Usage: The PLDC is booking up with events, including Caring Campus workshops and Culturally Responsive Pedagogy meetings and others.
- Booking Process:
  - Form: The reservation form is on the Professional Learning website.
  - Approval: A tri-chair team (Alyssa, Steve, Dana) approves requests.
- Future Programming:
  - Next Academic Year, PLDC will have funding for programming
  - The PLC will brainstorm ideas for formal programming (e.g., speakers) for next year.

Next meeting is Tuesday, February 24, 2026

Meeting adjourned