

Professional Learning Committee (PLC)

MEETING MINUTES

April 28, 2026

3:30 - 4:30 pm

CSS 102 & Zoom

Present: Steve Carrera, Holley Shafer, Tessa Kaplan, Mary Kesler, Stacey Lince, Allyson Martinez, Nikki Harris

Absent: Alyssa Graff, Teresa Perales, Cari Torres-Benavides, Liz Boner, Nico Chen, Shawna Callahan, Lauren Servais, Arthur Hu

Agenda - Agenda approved

Minutes – 4/14/26 minutes approved

Funding Requests: 1 approved: Joseph Scarcella (\$449 for NATS)

Employee Appreciation Luncheon (May 20, 12–1:30 PM)

- COM Banner photo backdrop:
 - Improve the flow for award photos by providing a dedicated, consistent location for award winners to be photographed.
 - Plan: Find a College of Marin banner (ideally the Centennial one) for award winners to pose in front of.
- Photographer: Alyssa is contacting a photographer.
- Outdoor Screen:
 - Rationale: Display interactive content and speaker PowerPoints.
 - Plan: A meeting is scheduled with Andy next week to assess the Performing Arts Plaza for screen viability.
 - Content: Will include a QR code for colleague appreciation and speaker slides.
- Program Draft Review:
 - Status: First draft reviewed; minor edits required.
 - Consolidate Jonathan's remarks into one block.
 - Add "Catering" after Debbie Ghiringelli's name.
 - Replace generic thank-you with Jonathan's Centennial message.
 - Add QR code placeholder.
- Table Decor:
 - Problem: Paul, the gardener who previously provided clippings, is retiring.
 - Suggestion: Use a small budget (~\$200) for flowers (e.g., from Trader Joe's or the campus farm) to replace the labor-intensive clippings.
 - Rationale: The budget is available in the supplies fund, and a decision is needed now to avoid a time crunch.

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Professional Learning around the campus

- Equity & Mental Health Symposium: Dates: April 29–30 at IVC.

FLEX hours

- Recent faculty FLEX hour email reminder from Steve

FLEX Session Proposals:

- Deadline: May 8.
- Status: Only 2 proposals received so far; more are expected.
- Action: Send final email reminders this week and next.

GRC Committee Review

- Individual Feedback: PLC members should submit feedback via the GRC survey link.
- Aggregated Report: Alyssa will synthesize individual responses into a single PLC report.
- Review: The aggregated report will be the first agenda item at the next meeting (May 12).
- Submission: The final report will be submitted to GRC by the May 16 deadline.

Next meeting is Tuesday, May 12 (last meeting!)

Meeting adjourned