

Present: Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Tammy Sakanashi, Patsy Young and Osiris Zuberi.

Absent: Casandra Hillman, Sarah Hopkins, Ann Mansfield and Ann Schott.

Note-taker: Brenda Dixon

Minutes from December 7, 2023 meeting: Approved as is

1. Spring 2024 PDA Day
 - Workshop Schedule: Committee reviewed and discussed the workshop schedule and felt it looked good at this point. Reviewed the Plenary schedule. Some discussion of whether presenters can be reimbursed for the supplies they need for their workshop. Committee also discussed why we no longer have signups for the workshops.
 - PDA Survey: Committee reviewed what has been used previously. Still good to use.
 - Presenter Survey: Committee discussed what should be included. Number of attendees? What went right? Comments/Concerns? It was suggested to use the statement “How can PDC support presenters better for future PDA days?” Alexa will prepare a “Draft” survey to review at next meeting.
2. Review of Committee Function
 - Still no word from College Council.
3. Professional Development Web Page
 - Stephanie shared updates to the Classified page. She talked about the “Lunch & Learning” and “In-Service Trainings” and also a more social time of Monday Mid-Day Munch & Mingle (MMMM). This is on Mondays at noon in the Heritage Plaza. Any employee can bring their lunch and mingle with colleagues.

Next Meeting: February 1, 2024 (Facilitator: Stephanie Dirks)

Meeting Follow up:

- Spring PDA Day-of-Event Volunteers
- Review and finalize Presenter Surveys
- Discuss the future of PDC with Sarah retiring