**Professional Development Committee**

**Meeting Minutes**

**Thursday, February 20, 2025**

**Present:** Jamie Cook; Stephanie Dirks, Megan Napoli, Robert Holcomb, Tammy Sakanashi, Ann Schott, Patsy Young and Brenda Dixon.

**Absent:** Alexa Forrester, Ann Foster, Jessica Harris and Jill Harrison.

**Note-taker:**  Tammy Sakanashi

Minutes from February 6, 2025 meeting: Approved as is.

1. Review of PDA Day and Feedback:
   * + - Coffee and Tea went really quickly, possibly because of the use of travel mugs.
       - Room assignments could go smoother – rooms weren’t big enough, notes from presenters were not followed (i.e. need for a computer room).
       - Paper copy of schedule requested. Possibly, have a handful.
       - Problem with internet access making it difficult to get the agenda online.
       - Need more people in Lindley for way-finding. Shift volunteers from lunch to way-finding.
       - Be sure to contact Amy Lankford (District Police) to have them open the building – note for Javier who was supposed to contact District Police.
       - Javier recommended we have a meeting prior to PDA the day or two before.
       - Add wording to email to say changing rooms is not possible. Perhaps give presenters an email the week before letting them know what their room assignment is, then give them a few days to ask for change. Also include in the template, requirement for media release form and parking permit.
       - For the presenter information. Possibly shift from SIS – making it better – move to Survey Monkey or Drupal webform. Is SIS used because of FLEX for faculty? Need to check with Alexa or Ann.
       - Recommended updating the timeline for Spring PDA next year. For Fall PDA we need to have all done in May. Is there a PDC meeting before the Fall PDA? Brenda to check.
       - From presenter survey (Brenda)– people want all in person, a few commented that the attendance in Tauzer was low. Data from Q: 185 person and 230 live stream. Note it was a very rainy day.
       - Review of how to navigate the Spring 2025 PDA Day survey results (in progress). Please browse at your leisure.
       - Discussion of Classified needs for training hours that are now part of the SEIU contract.
       - Comment about duration of PDA day, could sessions be shorter – this would probably not be possible? Is there a session 4, which now we have by having part 1 and part 2 for the afternoon session.
       - Have Alexa and Ann clarify what the expectations for presenter credit – some presenters asked if they could leave after their presentation due to the 6 hour credit.
       - Clarification of associate compensation for presenting or attending no on FLEX.
       - Comment about having volunteer opportunity for PDA.
       - Topics for future PDA days from survey: Possible make a list and coordinator to see if these topics could be added to PDA.
       - First session for undocumented was over 80, the largest.
       - Stephanie thanked all who attended.
2. Start planning Fall 2025 PDA Day

* Reviewed planning time line for Fall 2025 PDA.
* Next meeting: Approve call for Fall PDA presentations – we have a template that we used Spring 2025
* And start all over again.

1. Other business.

* Jamie Cook volunteers to do agendas for PDPC during the Spring. She will start with the next meeting on March 6th.
* Jamie will invite Javier to next meeting to discuss set up.
* How often has PDA been held in Petaluma, where should Fall 2025 be held.

1. Next Meeting Agenda Items.

* Website Presence, discuss upgrades
* Review process of District offerings (Events Calendar/Page)
* Professional Development Release Time
* New Flex sign up website

**Next Meeting:** March 6, 2025 (Facilitator: Management Lead ?? Notetaker: TBD)