**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Minutes**

Thursday, February 6th, 2025 1:30pm – 3:00pm

HR Conference Room in Bussman Annex

**Zoom Link:** [**https://santarosa-edu.zoom.us/j/89027983347**](https://santarosa-edu.zoom.us/j/89027983347)

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| TOPIC | TIME |
| Notetaker: Megan Napoli; Facilitator: Alexa Forrester |
| * Approval of [Meeting Minutes from January Meeting](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/EePulloOSF1Jm5vBuIAxj9ABMq8tTBLLEfIdShyTFVTEBw?e=oG8Ssg)
 | 2 minutes |
| * Spring PDA Planning - Maintain workshop schedule
	+ Discuss late add for CREJ – Approved and added
		- Can they be in Lindley in Session – Approved
		- Did three tables get confirmed for them during the lunch? - Done
 | * + - 1. dddd
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| * Complete [Volunteer Sign Up](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/ETr6_O3cn_ZAlHnzRs1wVHwBMbH-uN0n5yhPhmuJQXLYnw?e=UHq1wn) sheet – Reviewed and added names to duties
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| * Follow Up on PDA To Do Items - PDA Event Support (see [Support Duties](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/EWZjO8Gus0pBrPKxMrPCmXwBiGT_xzSlX-TAx_qPMOfy3g?e=teW50K) document)
	+ Brenda – review rehearsal schedule for the day prior – Do you need people to attend? If so, whom? – Wednesday, February 12, 2025 at 1:30pm, invite sent out.
	+ Confirming Jill Harrison with handle the flowers for the podium. – Jill confirmed flowers/plants to be picked up over the weekend.
	+ Ann Schott – what was the final decision for the timing of the photographer? Photographer during Tauzer lecture.
	+ Room Assignments have been delegated to Javier (Manager of Facility Use & Event Services) – does Javier need anything from us? – Room assignments mostly complete. Need to move a few due to technology accommodations. Will be available on the website by 2/7/25.
	+ Brenda – update Tauzer Plaque from Halls – were you able to pick it up? – Being sent by mail and was shipped on 2/5/25.
	+ Pacific Dinning order – is all confirmed? Final headcount is the week prior – is that today? Any changes needed? – Yes, all confirmed. Final head count by 2/10/25.
	+ Brenda - Were all speeches provided and slides for sign language interpreters? – Reach out to presenters to provide materials to the Sign Language Interpreters.
	+ Placed the week of PDA - Distribute posters once delivered (reserve 10 for Ellis/day of event) (assign) – Committee members took posters to distribute.
	+ Collect talent release forms for outside presenters if applicable (only for those who are getting workshop recorded) – Sent out communication on 2/6/25.
	+ Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma – Let Brenda know when the schedule is finalized.
	+ Send emails to dl.staff.all to announce PDA – Brenda, will a second email go out next week? – Yes.
	+ Brenda – will you be sending the survey link to all participants following PDA Day? Did we do a presenter survey? Yes, will send it the day of following PDA day. Jamie updated survey for participants and presenters.
 | 55 minutes |
| * + Need to develop a general policy for tabling during PDA.
		- AFA requested to host a table in Lindley to give out shirts and snacks. – Approved
		- SEIU requested one table in the lobby of Burbank during the morning and one table in Bertolini during lunch. – Invite SEIU to Lindley with AFA
* [Review Day of Task Breakdown](https://srjc.sharepoint.com/%3Ax%3A/s/ProfessionalDevelopmentCommittee/EZC96rGEXiFKo3g5eZhyZHIBNEuhhvWL41fpiQdZbN1hvw?e=UO7teq) – double check everything is assigned and ready. – Done.
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| * Post PDA Day
	+ Process invoice for catering order – assign
	+ Collect survey results prior to the February 20th meeting? When is the due date to resubmit feedback?
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| * Start planning Fall 2025 PDA Day!!!
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| * Next Meeting Agenda Items
	+ Meeting Date: February 20th, 2025
	+ Facilitator: Management Lead?; Notetaker: TBD
	+ Agenda Items:
		- PDA Event Review
		- Website Presence, discuss upgrades
		- Review process of District offerings (Events Calendar/Page)
		- Professional Development Release Time
		- New Flex sign up website
* Additional Notes:
	+ March: Alexa Forrester will share an update on Faculty Professional Development
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Committee Function:

1. Organizes the Professional Development Activity Day Program for all employees;
2. Encourages thorough discussions among all District employees regarding professional development needs;
3. Sets professional development goals, both immediate and long range;
4. Collaborates with other committees on Professional Development matters;
~~5. Oversees the flexible calendar program (the “Flex Program”) for the District;
6. When funding is available, reviews professional development projects/funding applications (AB1725 restricted funds for staff development);~~
7. Responds to training needs for critical College Initiatives.

Committee Membership:

Jamie Cook; Stephanie Dirks, Alexa Forrester, Ann Foster, Jessica Harris, Jill Harrison, Megan Napoli, Theresa Richmond, Tammy Sakanashi, Ann Schott, Patsy Young, and Brenda Dixon