**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting Minutes**

Thursday, December 5th, 2024, 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: Jessica; Facilitator: Stephanie |
| 1. Approval of Meeting Minutes from 11.21.24 Meeting –
	* + approved
 | 2 minutes |
| 1. Spring PDA Planning - Maintain workshop schedule
	1. Discuss Affinity Group proposal that Solen sent to committee members on 11/22
		* Alexa will follow up on scheduling
	2. Discuss Cindy Caruso Proposal on “Title of Activity: Bringing Professionalism and Excellence to Your Role
		* Megan will follow up to request short bio
	3. Discuss proposals on Undocu-ally Training, Know Your Rights, SRJC Proposed Best Practices for supporting undocumented students
		* Committee supports adding all sessions
 | * + - minutes
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| 1. Follow Up on PDA To Do Items
	1. Brenda – Did we get a response back from Javier/Sarah regarding use of Lindley?
		* Ann has contacted and request is in process; Brenda will follow up.
	2. Did Brenda order the Tauzer Plaque from Halls?
		* Brenda will be ordering soon.
	3. Did the student employees add modality and identify pathways for workshops and add to schedule?
		* Pathways and modalities added to schedule.
	4. Did we get a proposal from Pacific Dinning with the new reduced items? (Decided last meeting: To save money, breakfast will not be offered. Coffee/Tea/Water available in lobby of Lindley; Lunch provided)
		* Brenda reached out; waiting on response and itemized estimate.
	5. Did Patsy connect with contact Media Services/PR for photographer?
		* Patsy will contact soon.
	6. Was the poster approved? Do we need to order those? (assign)
		* Brenda waiting on poster modifications and then will seek approval
 | 55 minutes |
| 1. Future PDA To Do Items
	1. Collect talent release forms for outside presenters if applicable (only for those who are getting workshop recorded)
		* will happen closer to event
	2. Send final spreadsheet District Police, Media Services, Computer Labs, Petaluma Scheduling, Petaluma staff etc)
		* not yet available
 | minutes |
| * 1. Create workshop location signage – will happen closer to event
	2. Send emails to dl.staff.all to announce PDA
	3. Presenter Survey – Brenda will create formstack survey and will add to next meeting agenda
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| 1. Future Topics to Discuss
	1. Review the Website, discuss upgrades
 | 5 minutes |
| 1. Next Meeting Agenda Items
	1. Meeting Date: January 16th, 2025
	2. Facilitator: Management Lead? ; Notetaker: TBD
	3. Agenda Items:
		* PDA Planning:
			+ PDA Image/Posters
				- January - Order posters (30) and 8-1/2x11 pages for workshop locations (50) from the Copy Center (assign)
				- Placed the week of PDA - Distribute posters once delivered (reserve 10 for Ellis/day of event) (assign)
			+ PDA Event Support (see [Support Duties](https://srjc.sharepoint.com/%3Aw%3A/s/ProfessionalDevelopmentCommittee/EWZjO8Gus0pBrPKxMrPCmXwBiGT_xzSlX-TAx_qPMOfy3g?e=teW50K) document)
				- Reviewed Support Duties list
		* Website Presence
		* Events Calendar/Page
			+ Discussed possibility of web-based PD calendar for all staff to systematize offerings – development, software, support, maintenance, etc.
 | 3 minutes |

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.