

**Thursday, October 3, 2019, 3:15 - 4:30 p.m.**

**Santa Rosa Campus, Plover 526**

(Zoom/Petaluma = Herold Mahoney Library PC 726 <https://cccconfer.zoom.us/j/604879659> (Meeting ID: 604 879 659))

- 1) Note-taker: Shauna; Facilitator: Lauralyn
- 2) Approval of Minutes from Previous PDC Meeting
- 3) Reports/Announcements: .....10 min
  - PDC Appointments from Academic Senate & Classified Senate?
  - PD Resource Library (Shauna)
  - PD Plan (review by Academic Senate and Classified Senate – Tara/Kathy)
  - ECI/Leadership Academy Oak Tree Project Update
  - Other report outs
- 4) Spring 2020 PDA day ..... 45 min
  - Workshop Review
  - Call for Proposals update – reminders from Kathy, Sarah, and Tara/Lauralyn to constituents
  - Follow-up from 9/13/19 Meeting – Inclusivity (Tammy)
  - Action Item: Employee Degree Recognition Program – announce employees @ PDA?
  - New Hire Recognitions
  - Artwork submissions
  - SRJC Legacy Preservation Project – update from Tara?
  - Workshop on District-wide Reorganization Plan (suggestion from Jessica Melvin)
  - Burbank Auditorium
- 5) Professional Development Funding for Classified Professionals and Classified Managers .....5 min
  - Subgroup to determine use of funds – update?
- 6) Professional Development Plan Goals .....10 min
  - Review plan goals for 19/20
- 7) Next meeting agenda.....2 min
  - Discontinue Zoom option for future meetings?
  - Invite Media Services to discuss access/setup issues for venue?

(Next Meeting: Thursday, October 17, 2019)

**Committee Function:**

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

Membership: Paulette Bell, Brandon Browning, Shaun Brumbaugh, Sarah Hopkins, Tara Jacobson, Lauralyn Larsen, Shauna Malvino (Ex-officio), Kathy Matthies, MJ Papa, Tammy Sakanashi, Ann Schott

Note: The Professional Development Committee reserves the right to modify the order of business as deemed appropriate by the committee.