

Present: Bitu Bookman, Alexa Forrester, Jessica Harris, Sarah Hopkins, Dawn Lukas, Kathy Matthies, Tammy Sakanashi, Ann Schott, Kat Valenzuela and Osiris Zuberi.

Absent: Anne Donegan and Stephanie Dirks

Note-taker: Brenda Dixon

Minutes from April 6, 2023 meeting: Approved as is

1. Fall 2023 PDA

- Workshop Proposals: 45 proposals so far. Committee reviewed list and discussed. Concern about request to do a yoga workshop in Petaluma. Many opinions were shared and discussed and ultimately decided that the workshop should wait until Spring PDA when the event would be on the Petaluma Campus. Also continued discussion about Department Meeting workshops vs. Discipline Focused workshops. Alexa will reach out to presenters to clarify purpose of meetings and share concerns from committee.
- Opening Program: Sarah reached out to the President's Office to confirm if Dr. Garcia will be presenting.
- Lunch: Sarah reached out to Fresh Delights for ideas and estimate. Got to sample the Chili Verde and it was great. They have a vegetarian option and then could also do chicken for a meat option. Cost was very reasonable. HR will be able to pay once again. Will do in the Dining Commons.
- Image/Theme: Sarah shared the document in teams with some images found so far. All will continue to look and will add to the document to review at next meeting.

2. Professional Development for Classified Professionals

- Committee discussed the need for more opportunities for Classified Professionals for professional development, specifically to assist with improving skills for their current position and also for possible advancement. Some ideas for "lunchtime" trainings or using Spring Break. Need to discuss with SEIU and Classified Senate for possible funding. Kathy will add this to the agenda for the next Classified Senate meeting.

3. Web Page Discussion

- Sarah and Alexa will meet soon about this.

4. Professional Development Plan: Sarah updated the document in Teams and asked committee members to review before next meeting.

Next Meeting: May 4, 2023 (Facilitator: Sarah Hopkins)

Agenda items for next meeting

- Workshop Schedule (placement of workshops)
- Website update (Classified should have link for Caring Campus)
- Fall PDA
- PD Plan