

Present: Paulette Bell, Sarah Hopkins, Tara Jacobson, Lauralyn Larsen, Shauna Malvino, Kathy Matthies, Brandon Browning, Shawn Brumbaugh, Ann Schott, Maria Banachowicz, Tammy Sakanashi

- Note-taker: Shauna Malvino
- Introductions
 - New Committee Members
 - Introduced Brandon, Maria, and Tammy
- Reports
 - Professional Development (PD) Plan
 - Worked on PD plan for the 18/19 academic year. Plan was put together to receive new funding from the Chancellor's Office. Plan was finalized and routed to College Council and Academic Senate. Board does not need to approve the plan. Will bring to Classified Senate next and then post on the PD website. Plan will be reviewed to update goals, accomplishments, budget, or anything new each year.
 - Professional Development Resource Library
 - HR housed a PD resource library with DVDs/books for faculty & staff professional development. The DVDs have been moved to the SRJC library DVD inventory and we still have all the books. Doyle library will only take books from the last few of years. Some ideas on what to do with remaining books included, giving the books out at PDA day; giving them to the Intercultural Center; or sending an email to various staff who might be interested.
- Fall PDA Day Discussion
 - Staff loved the horse workshop. Facts, Opinions and Quest for Truth was popular. Facilitators asked to offer it again.
 - Attendance was discussed. Attendance was lower this year due to the STEM move in, an off-campus workshop, and crucial departmental issues. Discussed signing in for workshops/plenary session. Decided to change the sign-in roster and remove the sign-in line and just have the check boxes for employee classification.
 - Plenary session went over time which shortened session 1 and had some redundancy but overall good feedback.
 - We will switch it up for next Fall PDA day and will not do a panel but will look at a keynote speaker.
 - Lunch had good portions and tasted great, but logistics were a little chaotic. A lot of people brought their own coffee cups and some even brought their own utensils, which was great.
- Spring 2020 PDA Day
 - If Burbank is open we will be there for Spring PDA Day. Media services will be looped in for logistics discussion.
 - No theme going forward.
 - Shawn Brumbaugh is our Tauzer lecture for spring 2019. Topic will revolve around Observation in Science.
 - Will work on call for proposal and will send out in the next week or 2. After general call goes out to dl.staff the tri-chairs will send follow up emails to each constituent group.
 - We will open the graphic to all staff and we will include this in the call for proposal. It will be due by end of October.
 - We have 13 workshops that volunteered to roll from fall 2019 to spring 2020 and they should get priority.
 - Discussed preserving institutional memory and would like to have 2-3 panels at PDA day that feature retirees and SRJC knowledge/stories. Each Tri-chair will coordinate a panel. We will post this on the retirement reception message.
- Professional Development Funding for Classified Professionals/ Managers
 - Mgmt. and classified will make up a subgroup on how to spend funds. Mgmt. liaison team needs to be involved.
- Professional Development Opportunities and Flex Tracking for Faculty
 - Chancellor's office has a Vision Resource Center on the Cornerstone platform that allows for flex hour tracking.
 - Currently we use the learning platform and advertise trainings but do not use the admin platform for tracking hours.
 - Discussed converting and faculty decided to table it and discuss next year based on priorities and decided current SIS flex tracking in faculty portals is sufficient.
- Next Meeting Agenda
 - Look at PD plan goals, review PDA Day survey results/workshop evaluations, graphic, preserving institutional memory project