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Present: Sarah Hopkins, Shauna Malvino, Lauralyn Larsen, Paulette Bell, Spencer Folz, Ann Schott, Tammy Sakanashi, George Sellu, MJ Papa, Debbie Weatherly

- Note-taker: Shauna Malvino
  - 11/15/18 Minutes Approved.
- Reports
  - Classified Professional Development Block Grant
    - The State granted 15 million for Professional Development to grades K-12. CSEA lobbied and was able to get 5 million of that money to go toward community colleges.
    - The money can be used toward classified and classified managers.
    - There are some guidelines on how the money can be spent.
    - Funding will be available at the end of this month and is based on FTE.
    - Hoping to use some of the money toward making a third Leadership Academy cohort.
    - Will need to brainstorm and make recommendations on how else the money should be spent.
  - Leadership Academy
    - Held selection meeting last week. Will have 29 students in the next cohort.
    - Having another planning meeting on Monday, will try to schedule welcome and orientation soon.
    - There will be trainings in spring and projects in fall. Participants will have a mentor to help them with their fall projects.
  - Building Community Event
    - Very successful event. Had about 60 participants. A lot of participants were new and adjunct faculty members.
    - Came together as a group and then broke up into small groups and discussed trustworthiness, communication, and other topics.
  - Climate Survey Update
    - Deadline extended to December 21<sup>st</sup>. Will try to do this survey every 3 years.
    - Faculty and student participation is low so we would like to encourage those cohorts to take it.
    - Results will be raw data and unfiltered.
  - Other
    - Genevieve informed us that she took the AB 705 workshop title change recommendation from PDC to the presenters and they updated the title from *AB705: Promising Gains in Equity* to *AB705: Challenges, Opportunities, Equity*.
- Senate Updates
  - Professional Development
    - Wanted clarification on Academic Senate minutes about Professional Development being threatened.
    - Emailed Sean Martin and received a response.
    - Sean explained that there is money from the Chancellor's Office for their vision plan, student success etc. but there isn't money for faculty professional development related to their disciplines.
    - In order to address this, a recommendation was made to go to the foundation for some Professional Development money. A letter from Academic Senate advocating for money would be an appropriate channel.
- Spring 2019 PDA Day
  - Updates
    - Classified senate asked if we could zoom some workshops on PDA day for those who can't make it to the event. Sarah will ask Media Services about this.
    - Currently working on finalizing graphic and website.
    - Received Heidi Saleh's lecture title and description.
- Appreciative Observations (April)
  - Subcommittee
    - Need help recruiting faculty to open their classrooms to other faculty.
    - No update on classified appreciative observations. Will need to add it to classified senate agenda. Shauna will email Cece (Classified Senate President) about this.

- Professional Development Plan
  - Updates
    - Reviewed and discussed goals and accomplishments.
    - Want to clarify accomplishments so people outside our community can know what they mean. Such as defining what appreciative observations/weekly e-blasts are.
    - Want to add quantitative data such as how many PDA workshops we offer each year and on average how many individual workshops we offer each semester.
- Additional Topics
  - Other
    - Discussed the January Department Day. This day will take place on January 22<sup>nd</sup> 2019. Last year it took place the day before school started, this year it takes place a week after the semester begins.
    - So far we have received 14/28 proposals. Out of the 14, 8 are individual proposals and 6 are department activities.
    - Lauralyn will send an email about sending a reminder email to faculty that their plan is due Monday December 10.
    - Next meeting will be Tammy's last. Tara will be back in spring. Thanks for all of your hard work this semester Tammy!
    - Discussed having a potluck next meeting. Everyone will bring snacks to share.
    - Will hold next meeting in the Bertolini break room instead of Plover.
- Next Meeting Agenda
  - Potluck,
  - Discuss how to get money for Professional development- Grant, foundation, etc.
  - Other

**Next Meeting:** Thursday, December 20, 2018