



# Professional Development Council

Thursday, March 7, 2024

1:30 to 3:15 pm

Virtual Meeting Via Zoom

## PDC Minutes

**Attendance:**

√	Lisa Rodriguez	A	Mary Ann Gomez-Angel		CSEA 651 Vacant	√	Tania Anders	√	Yvette Garcia	√	Kolap Samel
√	Sarah Plesetz	√	Rosa Asencio	√	Kristina Alvarado	√	Lizbet Sanchez		<b>Minutes:</b>	√	<i>Maria Cardenas</i>

Standard	Item	Purpose	Outcome
	<b>Welcome</b>	<ul style="list-style-type: none"> <li>Review minutes from December 7, 2023, meeting</li> </ul>	<ul style="list-style-type: none"> <li>Minutes from December 7, 2023 were moved to approve with revisions by Tania Anders, 2<sup>nd</sup> by Rosa Asencio, all other members present voted to approve minutes.</li> </ul>
	<b>Reports</b>	<ul style="list-style-type: none"> <li>CPDC (Rosa Asencio)</li> <li>FPDC (Lizbet Sanchez)</li> <li>MPDC (Kristina Alvarado)</li> </ul>	<ul style="list-style-type: none"> <li>CPDC is working on CPD Day planning, it is scheduled for August 16, keynote speaker will be Katherine Jeffery. The topic is; Generational Changes and generations in the workplace, the structure for the day may change a bit from what it normally looks like. They are finalizing the items to give away in the swag bags and also reviewing the budget from the Chancellor's grant.</li> <li>FPDC had spring FLEX Day last month, a survey was sent out campus wide to gather input from FLEX Day. They are still working with the new FLEX Day committee, waiting on when they will start to review requests for Salary and Leaves. Going forward, will focus on workgroup that was established on what will be covered for faculty in terms of conference and travel.</li> <li>MPDC received survey results from the management study summit where Katherine Jeffery facilitated a training, the results were all positive feedback. The manager's February meeting was about Chat GPT, facilitated by Katie Datko, it was demonstrated how this productivity tool can be helpful by all. Planning for the April meeting, they typically start out with Silo Busters on topics that people need to know about across campus. Also, will be talking about PIE to make sure people are taking advantage of trainings being offered. They will be dedicating some training to talk about sustainability to think about sustainability at work with operations and tips with environmental awareness.</li> </ul>
	<b>Conference and Travel</b>	<ul style="list-style-type: none"> <li>Budget Update (Lisa)</li> <li>Conventions; i.e. DEFCON, AEMA (Athletics/Kinesiology) (Lisa)</li> <li>AP 7400 - Updated</li> </ul>	<ul style="list-style-type: none"> <li>Classified and faculty have exhausted their allocated budget for 2023-24. Faculty conference and travel requests are now being covered from carry-over budget.</li> </ul>



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			<ul style="list-style-type: none"> <li>• Requests for conventions; PDC will need to review to ensure folks are attending a workshop before funding can be approved.</li> <li>• C&amp;T request for Steven Banks; all PDC members present were in favor to approve his C&amp;T request if he registers to attend a workshop. Tri-chairs will send an email to Steven Banks.</li> <li>• AP 7400 was updated at PAC – it was recommended to add the following language: “However, if funds are being requested through PDC, must be submitted at least 3 weeks prior to conference”. The per diem amount will be increased, College will be moving away from receipts for itemized meals. Rosa Asencio and Tania Anders will also recommend to remove the dollar amount of \$250 per night rate from AP 7400.</li> </ul>
	<b>2024-26 PD Plans</b>	<ul style="list-style-type: none"> <li>• April and May meeting spend time to review to submit to PAC in June – suggest changes</li> </ul>	<ul style="list-style-type: none"> <li>• Will spend 30 minutes at April and May meetings to discuss.</li> </ul>
	<b>Future topics</b>	<ul style="list-style-type: none"> <li>• Prioritize Classified C&amp;T decision: first come, first serve, allocate a specific amount for fall and spring</li> <li>• Give us topics you want to discuss</li> </ul>	
	<b>Other</b>		

*Next Meeting: April 4, 2024*