



Professional Development Council

Thursday, April 4, 2024

1:30 to 3:15 pm

Virtual Meeting Via Zoom

PDC Minutes

Attendance:

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

Standard	Item	Purpose	Outcome
	Welcome	<ul style="list-style-type: none"> Review minutes from March 7, 2024, meeting Guests: Delana Miller (AP 7400) will join meeting at 2 PM 	<ul style="list-style-type: none"> Minutes from March 7, 2024, were moved to approve with one revision by Lisa Rodriguez, 2nd by Lizbet Sanchez, Mary Ann Gomez-Angel abstained, all other members present voted to approve.
	Reports	<ul style="list-style-type: none"> CPDC (Rosa Asencio) FPDC (Lizbet Sanchez) MPDC (Kristina Alvarado) 	<ul style="list-style-type: none"> CPDC - Rosa had no update; she was unable to attend last CPDC meeting. FPDC will begin to review all proposals for PGI using Smartsheet to track all submissions and workflow. Rita Page has retired, no longer part of FLAC, her position will now become a part of the FLEX Committee. The FLEX Committee will now need to approve a purpose and function due to expansion and what this committee will now oversee. The FLEX Committee is now being asked to collaborate with HR to make sure FLEX Day is accounted for faculty. Fall Flex Day preparations will be looked at after April 17 after they meet with President Garcia on how to move forward with the format for FLEX Day. FPDC is still waiting for appointment to serve on the Salary & Leaves Committee. Lizbet will be serving as the representative; she is waiting for formal invitation/approval. MPDC – Lisa reported MPDC voted today to change the annual manager’s professional development session in January to the second week instead of the first week. They have secured person from Franklin Covey for their August training.
	Action Items	<p>Discuss and Vote on FPDC Recommendations to Conference and Travel modifications for Faculty (Lizbet)</p> <p>Discuss and Vote on Request from Classified to split travel funds across two conferences</p>	<ul style="list-style-type: none"> Recommendations from FPDC for C&T funding for faculty. <ol style="list-style-type: none"> Faculty contracted professional development funds may be utilized to support faculty participation in conference, symposiums, trainings, workshops, seminars, and classes pertinent to their role on campus not including courses that earn college units. Change title from Conference and Travel Funding to Faculty Professional Development and Travel Funding.



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			<p>3. Raise funding amount from \$1800 to \$2250 per faculty member.</p> <p>Tri-chairs to discuss further off-line, will table PDC vote until next month.</p>
	Conference and Travel	<ul style="list-style-type: none"> Budget Update (Lisa) Add language to C&T application; faculty must have teaching assignment during semester in which they request funding Prioritize Classified C&T decision: first come, first served, allocate a specific amount for fall and spring 2024-25 	<ul style="list-style-type: none"> Faculty have a balance of \$166,000 remaining in the carry-over budget. Language will be added to C&T application to reflect; faculty must have teaching assignment during semester in which they request funding. Will table until next meeting further discussion. Will table discussion about prioritizing Classified C&T decision; first come, first served, allocate a specific amount for fall and spring 2024-25.
	2024-26 PD Plans	<ul style="list-style-type: none"> April and May meeting spend time to review to submit to PAC in June – make suggestions. 	
	Future topics	<ul style="list-style-type: none"> Give us topics you want to discuss 	
	Other	<ul style="list-style-type: none"> AP 7400 Conference & Travel (Delana Miller) AP 7160 (Professional Development) PDC to PAC Report May 15th 	<ul style="list-style-type: none"> Delana stated the language that evolves around the expense for rooms/room sharing needs to be approved by a VP before it happens. The effective change date for this change and following changes is May 13, 2024. The pre-approval requirements moving forward will be; itineraries, published flyers/calendars, conference link, etc. Will now be moving into a meal per diem rate of \$95 inclusive of taxes and gratuities, no more receipts will be required (\$20 breakfast, \$30 lunch, and \$45 dinner). A campus memo announcement will be coming out soon. Single day travel has been approved for reimbursement for outside the district area. Lodging rate will be capped at the documented conference rate. If there is no conference rate, it will be capped at \$250 per night before taxes. If \$250 rate is exceeded, it will require a VP, President/CEO approval. AP 7160 (Professional Development), Lisa will send AP 7160 to PDC members for offline homework and provide input within the respective groups; Classified – Rosa, Markelle, Yvette, Faculty; Mary Ann, Lizbet, Tania, Kolap, Managers; Lisa, Sarah, Kristina.

Next Meeting: May 2, 2024