



Minutes

Professional Development Committee

Date: Tuesday, March 22, 2022

Time: 1:00 pm – 2:30 pm

Location: Zoom <https://cccconfer.zoom.us/j/97991697981>

Attendees: Andrew Burch, Resa Hess, Jennifer Marshall, Corey Marvin, Kelly Potten

Absent: Rebecca Pang, Frank Timpone

1. Call to Order

Meeting called to order 1:03 pm by Corey Marvin

2. Changes/Additions to the Agenda

No changes/additions to the agenda

3. Approval of Minutes and Action Items

Minutes approved unanimously.

Resa provided follow up information on the classified PD funds. It was a one-time allocation from 2018 earmarked for district-wide classified activities. Due to a change in HR, funds were not used and were split based on employee counts. \$13,503 is currently available. Classified Management has a remaining balance of \$2,378. CSEA is actively working on negotiations. The group is pushing for professional development to be added to job descriptions. Current job descriptions are very general and Mike Barrett would like them to be specific.

Corey almost finalized the Professional Development RRA, but wanted to discuss how to display the funds. The group discussed how they would like professional development represented in the RRA. Corey will finalize and submit the RRA.

4. Classified Report

No report

5. Faculty Report

- **Discussion and Update – Reducing Fall Flex to a Single Day (Flex Committee, Academic Senate)** *The Flex Committee continues to plan fall Flex. Academic Senate was in favor of reducing one flex day with one asynchronous day. Andrew followed up with the Chancellor's office and there is no limitation on the modality. Andrew will share more information with faculty and call it to a vote with the Academic Senate.*

6. Management Report

No report

7. PGMH Assessment

Corey shared the updated Participatory Governance Model Handbook document, including the suggested revisions from February and inquired if any additional changes were needed. Corey will provide the final documents to Dr. Hancock and the Task Force.



Minutes

8. Annual Needs Assessment

Classified staff discussed meeting to develop a Professional Development survey. Corey suggested admin host regular professional development opportunities based on the needs of the staff. The group was in favor of Corey's ideas.

9. Review of Action Items

- *Andrew to create example needs assessment for faculty*
- *Corey to finalize and submit RRA*
- *Corey to submit PGMH Feedback to the task force*

10. Future Agenda Items

11. Future Meeting Dates

Wednesday, September 15, 2021	Tuesday, February 22, 2022
Wednesday, October 20, 2021	Tuesday, March 22, 2022
Wednesday, November 17, 2021	Tuesday, April 26, 2022
Tuesday, January 25, 2022	

12. Adjournment

Meeting adjourned at 1:46 pm by Corey Marvin

Meeting Co-Chairs: Corey Marvin & Andrew Burch

Recorder: Lacey Navarro