



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

September 11, 2023 | 2:30 PM – 4:30 PM | Room 21247

## LPC Mission Statement

Las Positas College is an inclusive, learning-centered, equity-focused environment that offers educational opportunities and support for completion of students' transfer, degree, and career-technical goals while promoting lifelong learning.

## LPC Planning Priorities

- ❖ Establish a knowledge base and an appreciation for equity; create a sense of urgency about moving toward equity; institutionalize equity in decision-making, assessment, and accountability; and build capacity to resolve inequities.
- ❖ Increase student success and completion through change in college practices and processes: coordinating needed academic support, removing barriers, and supporting focused professional development across the campus.

## Professional Development Committee Quorum: 5

### Non-Voting Members:

Dyrell Foster, Administrator Tri-Chair  
David Powers, Faculty Tri-Chair  
Aubrie Ross, Classified Tri-Chair  
Rifka Several, Senior Administrative Assistant  
LPCSG – Vacant

### Voting Members:

A&H – Peter Kuo  
BSSL – Gina Webster  
PATH – Vacant  
STEM – Howard Blumenfeld  
STUDENT SERVICES – Marina Lira  
ADJUNCT – Cheryl Dolan  
CLASSIFIED/TLC – Wanda Butterly  
CLASSIFIED/AS – Alesia High  
CLASSIFIED – Anne Kennedy  
CLASSIFIED – Jean O'Neil-Opipari  
CLASSIFIED – Vacant

- 1. Call to Order:** meeting called to order at 2:32 pm.
- 2. Welcome and Introductions:** there are committee vacancies in PATH and Student Government. Aubrie is the new Classified tri-chair; so there is also a space for a Classified committee representative
- 3. Review and Approval of Agenda:** Motion to approve: moved (Jean)/seconded (Gina): discussion – add Caring Campus to Informational Items; will TLC be added to future PDC agendas? Yes, for updates/approved as amended with one abstention
- 4. Review and Approval of Minutes (May 8, 2023):** Motion to approve: moved (Jean)/seconded (Gina)/approved with 2 abstentions
- 5. Public Comments (Limited to 3 minutes per person – the PDC cannot act on these comments) - none**
- 6. Old Business (David Powers)**
  - 6.1 Fall Flex Day Update:** Our keynote will be a panel from the LPGTQ+ Task Force, including students with a moderator. This will be scheduled at 11 am. Rifka will let Jackie know.
  - 6.2 Lunches:** David, Aubrie and Rifka have been researching options.
    - Panera has provided a quote for sandwiches or salads for \$3000 +/- . Panera will provide a 10% discount using the Foundation non-profit status and delivers.
    - We are also looking into burritos from Chipotle (these were provided at College Day; they don't deliver; quote at \$3600m +/-)  
Discussion: perhaps do burritos at the Spring Flex day as we just had them in September. Valley continuation high schools can also provide box lunches; but they don't deliver. Jean will give Rifka the contact information for a quote.  
The plan is to go with Panera. Aubrie will coordinate and send a survey to steer the order. She will provide the quote to Sheri Moore.

6.3 Continental breakfast: this was provided by Pacific Dining for Spring Flex; \$1960 for coffee, tea, pastries, fruit salad, juices. Set up was in the lobby of 1000. Can we reduce the cost? Rifka will get another quote from Pacific Dining for coffee, tea and pastries only. Aubrie will get quote for Costco and for Noah's bagels (24 - \$40 x 4 - \$160). Decision not yet reached.

6.4 Donuts at the end of the day: We got 9 dozen last year from Donut Wheel. Jean will take care of this. Serve at 1000 or cafeteria. Need to confirm serving location.

6.5 Budget clarification (Dr. Foster): in lieu of raising the PDC budget, the President's office agreed to cover the Flex day meals.

## 7. New Business (David Powers)

7.1 Conference/Activity Proposals: none have been received.

7.2 Flex Day Proposals: deadline to submit has been set as September 19, a month ahead of the event. Proposals will continue to come in before our next meeting. David will send these in batches for email approval or comments. Two not sent with this meeting agenda:

- Chris Crone: showcasing the new Portal
- Chris Dudzik: saving energy

Discussion on proposals: all seemed to be good. There are a few dual sessions. Currently we have 16 proposals.

Note that David tracks all proposals to one or more of the President's Goals.

Motion to approve the Flex Day proposals presented at this meeting: moved (Aubrie)/ seconded (Jean)/approved

7.3 Informed K12 and Activity Packet: Thomas Rothman conducted a training session which was recorded. David has updated our Conference/Activity Proposal packet to reflect how to submit forms on K12 with links to the forms. PDC will no longer handle the Conference Leave or Expense Claim forms which will go directly to Business Services.

Discussion: update the food expenses to the per diem rate that is now being used. Also the new mileage rate; link to the district page. Question about using the lowest travel rate. Alesia will send David the information on this.

7.4 Possible Spring Flex Day Keynote: David has received suggestions. Anne: have Dr. King return; information that he will be returning for October Town Meeting. Aubrie and Sheena Turner: her father is from the NFL, and could provide a motivational session. David: We have not had speakers specific to AAPI populations. This is being explored by Frances Hui; Dr. Foster will also explore. Jean: Harry Edwards (sports sociologist, focus on teamwork) spoke at the college prior to the pandemic. Aubrie will reach out to him. Ideas are still being collected; bring this to your division meetings.

## 8. Informational Items

8.1 Variable Flex Part 1 due to Rifka by November 15: share this in division meetings. The October/November LLNL lecture series qualified for Vari Flex.

8.2 PDC Budget Update (Alesia High): several programs participated in a project for the State Chancellor's Office. LPC received funds for this. Vickie Shipman has given \$5000 of these funds

received by CTE to PDC; with no restrictions and can roll over to next year. It is in a separate account.

8.3 New Faculty Orientation: there are 8 new faculty, David is meeting with them on Wednesday. Stuart Mc Elderry and Heike Gecox will be speaking.

8.4 Teaching Institute (Howard Blumenfeld): they will hold the first gathering on Sept. 27. Final planning is this Wednesday. Lyndale Garner is the newest organizer for TI. The capacity is 25-30 for these events, which qualify for Variable Flex hours. Dr. Foster was thanked for the budget support for the Teaching Institute. Request for another announcement if there are slots available. Howard is updating the website.

8.5 Caring Campus (Jean O'Neil-Opipari): Jean and Aubrie are attending the webinars and working with state-wide Caring Campus colleges. They will provide their report at the end of the academic years. She will make a Flex Day proposal on Caring Campus.

8.6 PATH Division Representative: David has reached out to Ellie regarding PATH.

8.7 LPCSG Representative: David will reach out to Josue regarding a representative.

## 9. **Good of the Order**

9.1 Anne: Preview Night is October 2 in the evening, in building 4000, 5 – 6 pm. Faculty present their programs and are available for Q & A.

9.2 Livermore and Granada High Schools Expo: Jeannie Graham and David presented last spring. Jean would like to promote math tutoring there. Provide flyers at the Preview Night.

9.3 New PDC photo: ask Chip to take a photo for the website next PDC meeting.

10. **Adjournment**: meeting adjourned at 3:37 pm.

11. **Next Regular Meeting**: October 9, 2023 in 21247