



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Sept. 9, 2024 | 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.

## Committee Name      Quorum:

### Non-Voting Members:

Dyrell Foster, Administrator Tri-Chair  
David Powers, Faculty Tri-Chair  
Aubrie Ross, Classified Tri-Chair  
LPCSG – Vacant

### Voting Members:

A&H – Meghan Swanson-Garoupa  
BSSL – Erick Bell  
PATH – Vacant  
STEM – Ann Hight  
STUDENT SERVICES – Marina Lira  
ADJUNCT – Cheryl Dolan  
CLASSIFIED/TLC – Wanda Butterly  
CLASSIFIED/AS – Alesia High  
CLASSIFIED – Anne Kennedy  
CLASSIFIED – Jean O'Neil-Opipari  
CLASSIFIED – Marisol Baltazar

1. **Call to Order:** 2:40 pm (group photo 2:30 outside with Chip)
2. **Welcome and Introductions**
3. **Review and Approval of Agenda:** M: Ann; S: Meghan; C: unanimous
4. **Review and Approval of Minutes (May 13, 2024):**  
[taken by Dr. Foster] M: Jean; S: Wanda; Meghan, Ann - abstained
5. **Public Comments (Limited to 3 minutes per person – the PDC cannot act on these comments)** none
6. **Old Business**
  - 6.1 - none
7. **New Business**
  - 7.1 Conference/Activity Proposals: (David Powers)  
7 conferences were approved over summer. General Fund for the 24-25 year is \$16000.  
The President's office funds the Teaching Institute and Flex Day meals. Eric Bell asked: How does funding work? What happens when it runs out? What is criteria for funding requests? Why would I say no to any request? When funds run out, that is it for the year. If people do not turn in their paperwork, the funds sit. There is no retroactive reimbursement. To date, the committee has not rejected any legitimate requests.  
  
Pres Foster: Jeanne Wilson has allocated \$10k of SEA funds to any professional development activities related to equity.  
FYI – Eric is DEI Co-coordinator with M Gonzales.  
Conference Requests Not reviewed yet:  
Irena Keller (Kansas – must have board approval for out of state)  
Jim Dobson(New Orleans – Nat Comm Assoc conf)  
M: Meghan; S: Marisol; Unanimous – to approve both.
  - 7.2 Flex Day Proposals: flagged K. Tomlinson's labyrinth proposal due to the need for clarification on presenting something in order to receive flex credit for this activity. Also, concern regarding set-up of the labyrinth. Aubrie suggested using the existing labyrinth near 2400. Jean suggested that Kim could present some history and information about the labyrinth to meet the flex credit requirement. Meghan: Prepare a full 1-hour mindfulness activity for this. Ann: this meets health and wellness priority, but needs more context and materials.

David: Will follow-up with Kim with committee's comments regarding the activity. Aubrie will send a picture of the existing labyrinth outside of 2400.

Review of other activities submitted: no questions/ concerns.

Motion to add all sessions: M:Lisa S:Marisol C: Unanimous

As more requests come, will do an electronic vote to approve.

Due date to submit a proposal is **9/24**

- 7.3 24-25 Meetings – No November meeting on **11/11** due to Veteran's Day holiday. December meeting will be held on **12/9**.
- 7.4 Update to Activity Packet – Removed retired Rifka, added Jennifer's contact info to form. Reimbursement for travel < 45 miles is not covered. Added to the form under Itemization of Activity Expenses. Ann: wording is confusing. DP: will clean-up. Dr. Foster: Per diem District Board Travel Policy (posted on district website) applies across the district, regardless of role or status within an organization, or times/hours spent at event/ conference. The policy appears under Meals, but applies to meals & lodging. Lisa mentioned that many are confused by this. Meghan commented that it is hard when volunteering long hours at an event that room and meals are not reimbursed.
- 7.5 New PDC Photo – done at 2:30 pm
- 7.6 Flex Day Meals – Dr. Foster confirmed that we should support Fresh & Natural (our current vendor). Aubrie: Yogurt Bar was served previously. Light & Healthy breakfast looks expensive, but includes coffee/tea – expensive if purchased separately. For lunches – Sandwich box, or salad, or ? What do people want. Eric: there should be better prices negotiated than the individual pricing presented. Discussion pluses/minuses of buffet vs. grab n go boxes. Price/quality is a concern. Going to go back to the negotiating table with Fresh & Natural with our budget and ask what they can do to accommodate. Ann suggested just fruit, coffee & tea for breakfast and spend a bit more on lunch. DP: Some PT faculty come only for morning session to meet their requirement, so want to offer them something. Aubrie said count averages 180 breakfast; 250 lunch.
- 7.7 Spring Flex Day Keynote – March 20, 2025  
DP: Keynote is a great time to bring everyone together. Some suggestions for keynote. John Ruys (LGBTQ+ task force) has a speaker they would like to bring in and pay for, although we had a speaker for this group previously. We have had a black speaker, Latin speaker, but have not had an Asian AAPI speaker. Student panel is another option. Jamila Jabbar is the Muslim Club student advisor and mentioned possibility of that club bringing a keynote speaker or student panel. How to support our students and what they need. Third: student/staff panel with regard to financially insecure students. Anyone else have suggestions? Ann: What about a facilitator to bring together all of these polarized positions. Meghan: something connecting with our Health/Wellness planning priority. Eric: A speaker who can teach us to say No – set reasonable boundaries, while still

supporting students. Aubrie: Jessie Lee speaker at Classified Retreat addressed work-life balance. Jean: Someone to teach about different student behaviors and what they mean. Marina: Counselors are academic, career counselors. Only Heike is the one to address student mental health crisis [and student health center]. Marisol: a new mental health counselor was hired for the learning communities. DP: Would like to vote on a topic and choose a speaker( Cost is an issue)/ panel host by the next meeting. Lisa: There are mental health funds available – will check in with VP Wilson. Ann: Mental health for US or for students. Committee seems to want for faculty/ staff. For a speaker, we have to confirm availability and book them. More discussion to be had next meeting.

7.8 Accreditation Standards – DP: I usually provide evidence of meeting these standards for the Professional Development Committee. 3.2 & 3.9 (TLC training)

## **8. Informational Items**

8.1 Variable Flex Part 1 due to Jennifer by Nov. 15

8.2 PDC Budget Update: currently around \$9600.

8.3 New Faculty Orientation: they are meeting Wednesday for discussion of the tenure process. Stuart (admin POV) and Heike (FA POV)

8.4 Teaching Institute: Wed 9/25 5:30 – 8:30 workshop on equity grading

8.5 Caring Campus update: blue ribbon social coming up. Ribbons available at Town Hall meeting

8.6 Classified Senate: Classified Prof Dev Day during spring break

8.7 Professional Development Center Update: Dr. Foster has a PPT which will be sent out to the committee, along with proposal from the insight group and will share thoughts/ next steps in October.

8.8 PATH Division Representative:

**9. Good of the Order:** Lisa High shout-out for What's Right award.

**10. Adjournment: adjourned at 16:13**

**Next Regular Meeting:** Oct. 14, 2024, 2:30 pm in room 21247