



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Dec. 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 – Zainab Abbas

### 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. Welcome and Introductions

## 3. Review and Approval of Agenda:

M: Jean, S: Lisa, C: unanimous

## 4. Review and Approval of Minutes (Oct. 14, 2024):

M: Ann, S: Marisol, C: unanimous

## 5. Public Comments (Limited to 3 minutes per person – the PDC cannot act on these comments)

Kat King: Stepping in for Scott, Say Hello, Overlap with PD and TLC.

## 6. Old Business

6.1 Spring Flex Day - Discussion of the upcoming compressed calendar and its impact on our next flex day.

- District going to compressed calendar. If it happens in fall 25, people need time to transition; the idea has been floated to make it a spring workday in advance of the calendar change. Not decided. Suggested.
- May need to move the workday earlier in the semester in the future if we have a compressed calendar.
- Proceed as though we are having a normal day, but we may have to pivot.
- Still provide meals, so the campus could come together.
- May not have a speaker at this time to prepare for possibility to pivot because of compressed calendar.
- Aubrie: We should have some type of plan.
- David: VP Ho and Wilson will want to have input.
- Dr. Foster: It would make sense to move the date sooner given the changes.
- David: If we pivot to a workday, we would not be involved. Everyone will have something different they will need to do. The workload will vary by role.
- Aubrie: Why not just plan a workday?
- Ann: Opportunity to brainstorm and look at best practices for spring flex day.
- Erick Bell: Create space to interact—Keynote and assemble intentional networking event. Forces us to have time together and build community.
- David: No meeting until Feb. The Executive Team will make the decision pending compressed calendar announcement.

## 7. New Business

### 7.1 Conference/Activity Proposals

- 5 proposals, 4 to the same Classified event.
- Nolan Higdon, history instructor, wants to go to DC, needs to get approval for out of

state travel.

- Approvals M: Ann Height, S: Meghan, C: unanimous, Jean abstained

## 7.2 Flex Day Proposals

- Francis's proposal & More Discussion around Spring Flex Day Planning.
  - If we move forward, should we start approvals.
  - Erick: Should we wait and think through a limit?
  - David: We have a short time frame, so it might be hard to do for spring. Return to committees and ask what they would like. Should there be a cap?
  - Erick: Cap the “fun sections.”
  - David: Regardless of time, things will be poorly attended.
  - Aubrie: When are you sending requests? If we have this session, collect and review all at once, and sort through them regarding our theme. Select from there.
  - David: This is a short time frame.
  - Ann: Should we have the deadline before our February meeting. Table this proposal until we know if we are having one.
  - Motion to approve Frances’s proposal pending a normal flex day, M: Ann, S: Meghan, C: unanimous
- Discussion around how to decide who presents and whether to have a spring flex day or compressed calendar meetings.
  - Aubrie: Have a theme and then ask for proposals around that theme.
  - Dr. Foster: Should we make a decision now?
  - David: Not really PD if the committee is planning it. We don’t want to plan for something that might not be appropriate.
  - Jean: Should we explore the possibility of the compressed calendar being our focus—sessions etc.
  - David: Need to consult the state guidelines.
  - Ann: Can’t the session be how can we do this work in the compressed calendar?
  - Meghan: Can we set it up as compressed calendar as the theme?
  - Question to the group: Anyone have problems with a spring Flex day around compressed calendar?
  - No objections
  - David will look it up and get back to everyone. Flex day must be around converting to a compressed calendar.

## 7.3 Fall Flex Day Data

- **David Rodriguez Presenting Flex Data.**
  - Most workshops offered ever in Fall 2024
  - Lower attendance than usual
  - Many classified had to stay open
  - Response rate in surveys of 49%
  - Most attended session was the new VWT facility
  - All results show trending positive for content described accurately, organized, learned new strategies, and want to know more.
- **David Powers Global Summary Discussion**
  - People are mostly satisfied with flex day
  - Keynote was successful
  - Can’t make everyone happy
  - Erick Bell: Why so many sessions? A lot of time spent preparing for 9 people to come

- David Powers: We have had this discussion regarding capping the number of sessions—hosting both Classified and Faculty make it tricky to plan for. If we cap, there will be people who have to be turned away, and we could lose important topics. Hard for the committee to be the one who decides.
- If we restrict, it doesn't mean people will go.
- Dr. Foster: We should continue to have this conversation. Kudos to David for getting those all on the schedule. David: Aubrie, too! Commends PDC for having an inclusive professional development day.

## **8. Informational Items**

- 8.1 Variable Flex Part 2 due to Jennifer by May 15
- 8.2 PDC Budget Update - 4300 left, 8000ish from SEA
- 8.3 New Faculty Orientation: none
- 8.4 Teaching Institute: none
- 8.5 Caring Campus Update - Jean: Adopt a family
- 8.6 Classified Senate Update - Aubrie: Potluck, supporting caring campus region 3 state level, compressed calendar
- 8.7 PATH Division Representative: no rep

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

David: Shout out to Admin for Holiday breakfast & Classified for potluck, get rest

## **10. Adjournment**

3:57 pm

## **11. Next Regular Meeting: Feb. 10, 2025, 2:30pm in room 21247**