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# Professional Development Committee Minutes

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Location: [Zoom meeting](#)  
Date: May 2nd, 2023  
Time: 3:30 pm – 5:00 pm

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Who was in attendance: Lea Hald, Nick Fox, Brian Rodas, Erin O'Neill, Jessica Krug, Julie Chekroun, Yosief Yihunie, Maria Muñoz, Marissa Moreno, Cyrus Fernandez, Andrea de Brito (taking notes)

- I. Call to Order 3:35 p.m.
- II. Public Comments
- III. Check-in
- IV. Approve [minutes](#) by Jessica and Erin
- V. First Fridays in Spring
  - a. Short reflexion on Ruben Canedo workshop
    - i. Ruben held a Zoom session in the morning and an on ground session in the afternoon.
    - ii. Brian shared his experience: Ruben is making us look inward and making sure that we are okay. We can't do quality work if we are not in the right frame of mind, which will impact our work and how we interact with the students. In order for us to make needed positive change, we need to brainstorm in a healthy manner, which involves good communication, being a team player, and listening to one another. If we operate from a positive mindset we can do the good work that we're known for.
    - iii. Lea shared it was interesting how it transitioned from thinking about what is right and wrong within one's personal space and how this applies to the institution and what actions to take to change this within the institution.
    - iv. Attendance was poor. Many events take place on Fridays. There was a better turnout in the fall for a Friday event with 2-3x more people. Mostly Administrators and Classified attended on ground. Faculty were present online and only a few on ground. **Action: Lea** - However, very few people are on Campus on Fridays. It's definitely something I want to think about for future events like that.
    - v. **Action: Lea** - got some information about Ruben potentially working with senior

administrators, but there's no rush on that so will set it aside for now.

VI. Continue discussing plans for Fall PD day

a. HyFlex event - update

- i. Rob Rudolph from Events got a quote and wrote an explanation for why we can use CARES (Coronavirus Aid, Relief & Economic Security) funds for this. Lea worked with him on the paperwork to get it approved for CARES. Received approval on 5/2/23 for CARES funding. Lea will continue to communicate with Rob for next steps. She feels optimistic it can get done before June 30th because Chris Bonvenuto approved the over budget quote amount.

b. [Poll for all employees to be sent out](#)

- i. Lea wants to send out a short, 3 question poll late Monday morning to see what workshop content employees would like to prioritize and see for next PD day.
- ii. Lea asked the group, What else should be on the list? Especially wants Classified feedback. **Action: Everyone** - send feedback to Lea by the morning of Monday, May 8th.
- iii. Group agreed it needs an open-ended, qualitative question at the end.
- iv. Jessica suggests we let people know we are listening to their feedback by explaining at the top of the form that the ideas came from the Big Annual Employee Survey and feedback from this year's PD day.
- v. Maria asked who would present if the topic of College vision and mission is chosen? There needs to be an outcome. Lea responds we first would have to meet with Dr. Jeffery to see if she is on board and then pitch to senior management. **Action: Lea**- Need to get on Dr. Jeffery's calendar sooner rather than later if we want to go in this direction.

c. Year-long speaker? We decided on no - but think about workshops for different employee groups

d. Ideas for theme & speaker

- i. Theme: Learning from Within
- ii. Ideas of validation, acknowledgement, setting boundaries, and self-care
  - 1. Maria- Self-care channeling Ruben Canedo's message that you can focus on self-care, but the reality is we're walking into a harmful environment. We need to focus on community care and in the process get to the root

of what is causing toxicity. She likes Ruben's quote: "If it's not healing, making you healthier, and/or feels generative- it is not progress or justice. -Isang Bagsak". We can create community with one another through fun and movement such as employee softball game in previous years.

iii. Idea- to film a video that shows the day-to-day for Administrators/Managers, Classified, and Faculty. **Next steps: Who can start this process?**

1. **Action: Erin and Kiersten-** Start brainstorming for Managers and Classified videos for who will be in the video, what it is going to look like, and the length of videos. **Action: Lea-** See if she can recruit a faculty member who will be around in the summer.
2. Three separate videos for each group to build empathy, acknowledgement, and awareness for one another.
3. Brian - We will have a video acknowledging what Classified have been doing during the summer to get us all ready for fall.
  - a. Then we need an energizing message of unity, which is our theme of Learning from Within. We have within us the knowledge and tools so let us work together, learn from one another, and help each other. Learning from each other is the element of self-care.
  - b. Then can include the fun movement elements like yoga, ergonomics, sports activities, and dance to energize and make you feel good about yourself.
  - c. The message of why we are here is the students and why we do this work regardless of what capacity and area we are in. This is why we need students involved in the opening ceremony to sing, dance, play a musical instrument, take photos/video, and create art. We all overcame the pandemic and will continue to help the students. Message is we were all here and we will continue to be here for the students.
  - d. Along with important information to promote equity initiatives and the EpiCenter.

4. **Action:Marissa**-see what's available for students to dance for the morning session or have their dancing filmed.
5. **Action:Lea**-will reach out to Music and Theater to see available options.
6. Cyrus- In the data sense making sessions with Hannah Lawler, we've seen from various employee groups a desire for more training and learning in tangible ways. Sounds like we are dealing with a work culture issue.
  - a. Brian - Can train yourself to be within the work culture, but if you don't understand how the culture works then that might present a problem. Understanding the culture might be some element of this day. If we understand the work culture, we can better direct students on where to find help. May need to meld those two things together in some way.
  - b. Jessica - \*from chat\* The theme encompasses both work culture and other PD offerings.
  - c. Lea agrees it shouldn't just be that feel-good moment in the morning. If we go in the direction of getting questions answered that people want answered from Dr. Jeffery & senior staff then it'll ensure the heavy topic part. Especially if we have breakout sessions afterwards where people have an opportunity to brainstorm what they'd like to see.
- e. Idea- to talk to Dr.Jeffery first and then the senior staff for the vision of the college
- f. Idea- As uncertain times approach, Classified need the following from senior staff: hope, support, direction, and motivation. Need to feel like we are in this together.
- g. **Action:** Create video of Dr.Jeffery and senior staff answering specific questions employees want answered.
- h. **Brainstorm:** Questions for Dr.Jeffery's video.
  - i. Ideas for questions: What is SMC good at? What are we going to focus on as hard times approach? Where is that vision in the next couple of years? What do you want to be known for?

- VII. Faculty PD applications - [increase funding amount discussion](#)
- a. Online Teaching Conference 2023 - *did not get to discuss this meeting*
  - b. Increase funding amount discussion

- i. Currently faculty can apply to use PDC funds up to \$1,000 for conference or training and money rolls over each year.
- ii. In the contract, PDC used to receive \$60k. New contract starting in fall will increase to \$75k per year.
- iii. Question for the group before going to the Academic Senate: Do we want to increase the amount percent increase per application?
- iv. If we keep the same percentage of the total funds received each year, it would increase to \$1200. Jamar said it is easy to pass in the Academic Senate because it's the same percentage. So more people would get their request fully funded.
- v. Brian says conservative amount is \$1200 and liberal amount is \$1500. \$1300 sounds reasonable as it lands in between.
- vi. Jessica asks if we increase it, does it limit how many people get that amount of funding?
- vii. Lea calculated it wouldn't be a huge difference. If it's \$1200 it would fund 58 people, but if it's 1300 it would be 63 people getting the maximum amount.
- viii. Need to make a decision today because we're running out of time in the semester and we have to get in front of the Academic Senate.
- ix. Brian moved to increase the amount that faculty can request for professional development to be \$1300. Jessica seconded the motion. Unanimous decision in the chat.

VIII. Adjournment at 4:47 p.m.

***Next meeting: May 16th***