***C7Attendance:***

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| A | Lianne Greenlee | X | Mary Ann Gomez-Angel |  | CSEA 651 Vacant |  | AS Vacant | X | John Lewallen | X | Linda Chan |
| X | Sarah Plesetz | X | Rosa Asencio | X | Maria Macedo | X | Tania Anders |  | **Minutes:**  | X | Maria Cardenas |

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| Standard | Item | Purpose | Outcome |
|  | **Welcome**  | * Connecting – What is your favorite Thanksgiving tradition?
* Review minutes from October 7, 2021 meeting
 | Minutes reviewed, Linda Chan moved to approve, Sarah Plesetz 2nd, all other members present voted to approve – minutes confirmed and passed. |
| III. A.8, III. A.14 | **Conference and Travel** | * Budget Updates
	+ Current spending for 2021-22
* C&T requests – Critical turn-around time by members
* NASPA Conference (Group Request)
 | * C&T budget update was reviewed by PDC.
* Faculty C&T carry over funds ($85,000) is separate from current budget.
* PDC members were reminded to vote on C&T requests received within a few days of receiving.
* NASPA conference will be reviewed and voted on an individual case-by-case. PDC agreed to not consider it a group request, as there are multiple individuals requesting POD funds to attend from various departments within Student Services.
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| II. A.2, III. A.1, III. A.14 | **Reports** | * CPDC /CCCCO Grant Update
* FPDC
* MPDC
 | * Rosa Asencio reported CPDC is mid-way on spending down the remaining CCCCO professional development funds ($56,000) that must be used within this fiscal year. Plans for Great Staff Retreat are underway, retreat will be held at Kellogg West Conference Center on January 20-21, 2022. Advertising for retreat will begin in early December. The focus will be on new classified employees (total of 40), event will consist of two days with no overnight stay.
* Tania gave update from FPDC, they are currently planning for spring FLEX Day, which will be held on Thursday, February 17, 2022 as a virtual event. There will be 3 panel topics for FLEX Day. Mt. SAC Employee Counseling Center is no open to serve employee needs. One book, One campus is going on, led by Dr. Mica Stewart, book chosen; Kindred by Octavia Butler. Magic Mountie podcasts will include more than 20 new episodes of faculty and student voices. Faculty must be SPOT certified for online and hybrid classes. 2 faculty cohorts are currently working toward their ACUE Certificate in Effective College Instruction.
* Maria Macedo reported managers agreed to use their own department funds for their staff C&T requests before requesting POD C&T funding.
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| II. A.2, III. A.1. III. A.8, III. A.14 | **PDC Workgroups** | * Member participation determined for each group
* Breakout Rooms
	+ Establish workgroup meeting date for November
	+ Begin working – be prepared to share out initial work at December meeting

**Conference & Travel Guiding Principles** - Tania * Conferences vs classes (contract implications?)
* Include funding process of allocation/rationale/end of year process
* AP7400 included as a reference
* Provide Examples for Council re “approval” and “denial” past practices (Ex. Tradeshows, classes, group application, out of country, Hawaii/tourist destinations, etc.)
* Evaluation Form Review and Revision
* Develop Conference Share-out Practices

**Professional Development Plan Revisions -** Lianne* Establish timeline for Completion
* Determine strategies for input from stakeholder Groups
* Review/revise Plan – prepare for distribution
 | * Membership participation was determined for each workgroup:
* C&T Guiding Principles: Tania, Sarah, Maria M., Linda
* PD Plan Revisions: Lianne, John, Rosa, Mary Ann
* C&T Guiding Principles workgroup led by Tania and will meet 3 times via zoom in November to discuss: guidelines for approval, look at forms, and develop share-out practices. Dates workgroup will meet: 1st meeting, November 9, 12:00-1:00 PM, 2nd meeting, November 15, 10:00-11:00 AM, 3rd meeting, November 22, 10:30-11:30 AM.
* Professional Development Plan revisions workgroup led by Lianne will try to communicate with the outside groups rather than meet. Will take it to CPDC first to formulate questions to send to the groups for input. Timeline for completion is to send out to the groups by next week and ask them to submit back by December 10. Review at March meeting what people send us and finalize in April, PDC to meet in person. In early May send out to groups to approve the changes made to the plan.
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*Next Meeting: December 2, 2021*