



# PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Feb. 10, 2025 | 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

2:31 pm

## 2. Welcome and Introductions

## 3. Review and Approval of Agenda

M: Jean S: Erick C: unanimous

## 4. Review and Approval of Minutes (Dec. 9, 2024):

Motion to approve with one correction: Ann Hight’s name spelling  
M: Ann H. S: Jean C: Anne K. abstained

## 5. Public Comments (Limited to 3 minutes per person – the PDC cannot act on these comments) none

## 6. Old Business

### 6.1 Corrections to PDC Minutes from 10/14

- o Name spelling  
M: Marisol S: Wanda C: Unanimous approval

### 6.2 Spring Flex Day – March 20, 2025

- o Will return to this later in meeting

### 6.3 CCC Racial Equity Leadership Alliance

- o Dr. Foster spoke about this during Town Meeting. They have monthly online learning modules available. Currently four modules. More will roll out later. Sign-up, sign in. Once logged in, click the Learn tab and explore the Portal. [Also spoke on this at the October meeting.] Approved for Variable Flex for FT faculty, and possible Professional Dev hrs. for PT faculty who should check with their dean to make sure.

## 7. New Business

### 7.1 Conference/Activity Proposals

- o David Powers – APAHE Conference 2025
- o Meghan Swanson-Garoupa – APAHE Conference 2025
- o David Rodrigues – RP Conference
- o Felipe Ponce – Nat Assn of Chicano Studies (out of state – requires Chancellor approval)
- o Megan Garica – ACCE
- o Michelle Gonzales – CCCC Annual Convention
- o Steven Budd AWP Conference
- o Tim Heisler – 25 Int’l Forensics Assn Tournament & Conf. (requires board approval for out of country)
- o Jennifer Tonn – 4CS Classified Leadership Institute

- Discussion:
 

Anne K: Do you know which of these are SEA-worthy? Aubrie got language from CLI to approve using a good portion of the SEA equity funds. David, Meghan, Felipe and Michelle's are also likely eligible for SEA funds. After that, the professional development funds will be exhausted. David suggested that they should keep CTE funds in reserve in case something else big comes up in the future – even for next year. Each person is limited to \$750 PD funds per year, but can seek funds elsewhere. Aubrie commented that we seem to be running out of PD funds in February every year. David P projected that funds may be scarce in the next budget, but that is unknown at the present time. We will know more after the May budget revise. President Foster has really supported PD with the president's office paying for flex day meals, keynote speakers, etc.
- Motion to approve funding all submitted conference requests  
M: Erick S: Ann C: Meghan abstains  
All 10 conference requests approved for funding.  
Lisa asked David put out another message letting everyone know that the PD funding for 24-25 is exhausted.

## 7.2 Flex Day Proposals

- David: One proposal came in from Lilibeth Mata Juarez for UndocuAlly Training, but will likely table this for now. Committed was advised that Spring Flex Day will likely turn into a Working Flex Day, as discussed at the December meeting, to work on Compressed Calendar issues related to your department. Proposing Division & Department Collaboration & Planning – DRAFT Plan – Tentative Agenda, for feedback on it. Format will be similar to College Day – meet in gym for Chancellor to come speak to the Compressed Calendar.
- Flex day discussion ensued:
 

Ann Hight: suggested block schedule format, or other alternative models. Ways to use the extra 10 minutes of course time in a way that will enhance pedagogy. Common course numbering is another factor influencing how this falls out.

David Powers: Compressed calendar will officially start Fall 26. Contract negotiations are also going to affect course scheduling due to the schedule being a work condition. Also, must consider coordination of lab courses with staff.

Aubrie Ross: She and Jason Maxwell will work with Classified on Compressed calendar issues for staff.

Erick Bell: We need to have facilitated discussions and accountability. Discussions & proposed outcomes for this work day, NOT presenters, but actively working on specific content related to discipline, department, cluster, with required outcomes and reporting back. It needs to be structured. David: Agreed, I would hate to see all that work be lost. Meghan: Regarding pre-planning for this work day, morning session to have a conversation early, then reconvene to work on the issues. Erick: suggested having an outside

person who can illuminate the pain points. Meghan: I want to be able work on and with those who are working on what's related to MY work, my department, not wasting time on unrelated. Jean: the onus is on us to not re-invent the wheel by seeking out those who have experience with it. Erick: it's not having to do it, it's about restructuring. This is what you're going to do. Let's work on how, but be clear, it is going to happen. Meghan: better to focus on specific issues, than have too many parties who operate under different auspices (Classified/ Faculty/ Admins/ Panel, etc.) mucking the pot. David P. Given this is scheduled to happen a year away, THIS flex day is an opportunity to work on whatever each department feels that they need to. It appears that we have consensus that Spring Flex Day will be a work day focused on Compressed Calendar issues, ideas, getting discussions going. Meghan: Wants to impress that this not be the only college-wide moment of discussing this. David: we want to flesh this out, get people's ideas, but there will be more. This is a starting point. Erick: Hope, Dreams, and Fears – facilitated sessions, where each person is randomly assigned to a room to discuss – maybe 1 hr. Marina: It would be more useful to spend the time with my department (counseling). General agreement that more time with specific department, and less time in the Hope/Dream/Fear collaboration would be a better use of time. Meghan: Framing. Freakout. Plan. Erick: I just want this to be thoughtful, structured, and shared back. Aubrie: This needs to be an ongoing discussion, not a one-time event. Dr. Foster shared that the Chancellor is working on academic calendar, we should have that available before Flex Day. Anne, brought up the idea of having a panel who can share pitfall or advantages of alternative calendar. We did not take an official vote, but it sounded like everyone is onboard with this idea for Flex Day.

- Aubrie: Flex Day meals: hearty breakfast, sandwich lunch from Fresh and Natural. Quote for \$4400.

### 7.3 Data for Accreditation

- Had evidence of PD activities. Missing piece: how are PD opportunities assessed, and how is that evidence used to improve offerings and processes
- David P: looking for suggestions as far as offerings.
- Ann H: the sharing out is happening. Having it on record, perhaps by documenting various ways so qualitative and quantitative data is collected and available to the accreditation committee. Aubrie suggested a report out from a division as a possibility. Using minutes to reflect and give feedback.
- David: We need to choose a standard to review for accreditation, but that is something for next meeting.

## 8. Informational Items

- 8.1 Variable Flex Part 2 due to Jennifer by May 15
- 8.2 New Mileage Rate
  - 70 cents/ mile
- 8.3 PDC Budget Update
  - David: We are pretty close to out-of-funds for 24-25. I can have some exact numbers for you next month.
- 8.4 New Faculty Orientation
  - New faculty are meeting this week about SLO's and DEIA with John Rosen, Erick Bell, and Michelle Gonzales.
- 8.5 Teaching Institute
  - Howard mentioned at Town Meeting: Compassionate Boundaries
- 8.6 Caring Campus Update
  - Supported Student Gvt during Welcome week and Winter Wonderland
- 8.7 Classified Senate Update
  - See's Candy Fundraiser
  - Elections coming up for 25-26
  - Outstanding Classified Award
  - Classified Scholarship coming up
  - Collaboration with student govt on sanctuary campus
- 8.8 PATH Division Representative
  - No report/ no representative

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

Aubrie: Lockdown training coming up

5k Run-Walk on March 29<sup>th</sup> – same day as Open House

David P: Scholarships are out. Please encourage students to apply!

Wed. Lunar New Year event coming up

Shout out to Black Student Union on Black History Month events

## **10. Adjournment**

Meeting adjourned: 3:58 pm

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