



PROFESSIONAL DEVELOPMENT COMMITTEE MINUTES

Mar. 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:** Meeting called to order at 2:33pm

2. **Welcome and Introductions**

3. **Review and Approval of Agenda**

- M: Megan.S; S: Jean.O; C: Unanimous

4. **Review and Approval of Minutes (Feb. 10, 2025)**

- M: Ann.H; S: Jean.O C: Unanimous

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

- None

6. **Old Business**

6.1 Spring Flex Day

6.1.2 **David:** The committee chairs have been working very hard. All the input from this committee was considered. There will be a light and healthy breakfast. **Dr. Foster & David:** Staff and faculty may send questions ahead of time to the Chancellor. **Aubrie:** Suggested to add Wellness in front of “Break” on the agenda, but it was decided to keep it at “Break”. **David:** Faculty will have division meetings (including any part timers that are here that day). Counselors will be spread out instead – no division meeting for them. **Anne:** Suggests to update title on agenda to “Classified Professionals Working within an Alternative Academic Calendar” & “Division Workgroups for Faculty”. **Aubrie:** Suggests changing the order of the titles on the agenda “Faculty Division Workgroups” & “Classified Professionals Working within an Alternative Academic Calendar” (committee approved). **David:** There is a plan to get both colleges (Chabot and LPC) on the same block schedule. Details are still being worked on. There are more meetings to come between the VP’s and the Deans. The notes will be shared to both campuses. **David:** Goes over the agenda schedule with the committee. Department meetings were copied and pasted from our previous flex day. Deans have not looked at this yet, but this agenda will shared with the Deans and most probably condensed a bit. **Aubrie:** Donuts were not added to the original quote to Fresh and Natural. 4 dozen donuts were requested to be added to the request by the committee. Aubrie was asked to get an updated quote from Fresh and Natural. **David:** Survey/Reporting hours QR codes will aid to hold people accountable. David Rodriguez is not collecting the date. **Erick:** Is there a mistake on the Viticulture section? No. Is the break time going to be updated? **Dr.Foster:** Agrees with Erick about updating the break time (8:30am to 9:45am Welcome) / (Break 9:45am to 10am). Ann.H: She will be coordinating the Biology department. **Erick:** Will there be topics of conversation throughout the day? **David:** The Deans will be leading these conversations and they will decide what to talk about. **Erick:** Will there be questions at the end of the day to close the day and tie everything together? **David:** Yes, Aubrie created an online survey.

Ann. H: How will the holidays be affected by the compressed calendar - topic should be addressed at flex day. **David:** There is a draft compressed calendar being worked on. **Jean:** From the classified point of view, we need more information on the compressed calendar and the calendar draft to help plan for the academic year. **David:** Calendar draft can be shared out but it won't be official until the board approves it. *Reviewing Survey:* We want to give staff/faculty the opportunity to express themselves with these questions. **Erick:** What does question 10 mean? Suggests updating the question because it does not make sense. (updated by Aubrie). **Ann. H:** Question 11 suggestion – What strategies or support would help you prepare for the changes ...” (updated by Aubrie). **David:** These questions aim to see what people think. **Cheryl:** Change the order of the questions a little bit. (updated by Aubrie). **Ann. H:** How are we (faculty) making the time up when the compressed calendar comes into effect? **David:** TBA. The time will need to be made up and negotiated. One suggestion is that we add an extra flex day. More details to come later, since we are currently in negotiations with the Union. **David to Aubrie:** Delete question 10. Reword Question 11 and make it question 14 instead. (Aubrie updated the survey). **Dr. Foster:** Suggests to remove “role or department” on question 14. Not needed. **David:** Anything else? No. **Dr. Foster:** Where will Breakfast be held? **David:** rm. 2420. **Dr. Foster:** Recommends moving breakfast to 2400. **Aubrie:** Recommends keeping breakfast in 2420 to alleviate the back and forth of set-up for M&O. **Ann.H:** Suggests we take our breakfast and eat outside instead. **Consensus: Keep breakfast in 2400.**

7. New Business

7.1 Conference/Activity Proposals

7.1.2 No Conference requests

7.2 Flex Day Proposals

7.2.1 No flex day proposals

7.3 Accreditation Standards

7.3.1 **David:** Has been putting it off; very busy. We need to choose one standard. **Erick:** What was chosen last year? **David:** The last time standards were different but standard 3.2 is very close to our current charge. In the past we can provided evidence and minutes for meetings. Angelica sent the questionnaire. *Summary of actions taken:* Flex day, conference requests, variable flex, ask folks to align sessions with college priorities. *Outcomes achieved:* Flex data for aligned sessions (with percentages), when staff/faculty go to conferences, they share their experiences with others on campus, teaching institute, keynote speaker, etc. *Challenges:* Money, some flex day sessions cannot be offered when the people who can do them don't have the bandwidth.

Additional Info (Optional - **David:** Look at the data more closely. **Dr. Foster:** We accommodated this flex day for the compressed calendar. Bring a speaker to Town Hall we wanted for flex day keynote as well.

8. Informational Items

8.1 Variable Flex Part 2 **due to Jennifer by May 15**

8.2 End of Fiscal Year Due Dates

8.2.1 Sui Song sent an email about this. Submit things as soon as possible, preferably a month before the deadline. **Lisa:** Once the books are closed they are closed.

8.3 PDC Budget Update

8.3.1 Out of money. Some SEA money left.

8.4 New Faculty Orientation

8.4.1 Alain. O will talk about Ally

8.5 Teaching Institute

8.5.1 Howard. B – very successful

8.6 Caring Campus Update

8.6.1 **Jean:** Regular meeting on Monday at 10am via Zoom, 3/21/25, K-16 Collaborative for STEM Community of Practice. Caring campus session will be offered during the flex day.

8.7 Classified Senate Update

8.7.1 **Aubrie:** Working on next year's elections/nominations. See's candy fundraiser. Discussion with the FACCC, working with the Academic Senate and Student Government about the sanctuary status.

8.8 PATH Division Representative: None

9. Good of the Order

- Congratulations to Marisol for her award on “What’s Right at LPC.”

10. Adjournment: Meeting adjourned at 3:40pm M: Anne S: Jean.O

11. Next Regular Meeting: Apr. 14, 2025, 2:30pm in room 21247