***Attendance:***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **√** | Lianne Greenlee | **√** | Mary Ann Gomez-Angel |  | 651 Vacant | **√** | Luisa Howell | A | John Lewallen |  | FA - Vacant |
| A | Grace Hanson | **√** | Rosa Asencio | **√** |  Chris Schroeder | **√** | Liesel Reinhart |  | ***Minutes:***  | **√** | ***Maria Cardenas*** |

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| --- | --- | --- |
| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
 | Minutes from November 1, 2018 were approved. |
| **CPDC Report** |  | CPDC is currently looking at the needs assessment from August 2018 – CPD Day, looking at data to determine next steps for winter and spring training. Looking to use leftover funds to offer additional workshops in Excel requested by classified staff. Looking at having Newleaf to come back to offer other training possibly a half or full day sessions. Topics will be based on the needs assessment. Members of Great Staff Retreat reported out at managers monthly meeting to encourage managers to support classified staff attending the retreat. Gave an overview of the retreat will take place in May. There is a one-time funding for classified professional development from Chancellors office to come to the community colleges. President is in communication with CSEA 262 and 651about how they want to use this money. |
| **FPDC Report** |  | * FPDC picked four outcomes that will be measured as part of the committee plan. Faculty will do their part of achieving the plan by targeting the outcomes, the goal is to pick the items in May or June to work on for the following year and this will guide how it will be decided to offer, schedule and use our resources for next year. Senate has accepted as an information item by the executive board. These will now be shared with CPDC and MPDC in the coming weeks.
* Spring FLEX Day will be on February 22, 2019, first breakout guest speaker in the morning will talk about Microaggressions, second speaker will talk about student depression and technology fair will also be offered for about 30 minutes before lunch.
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| **MPDC Report** |  | Chris shared with PDC the management onboarding training proposal for training new managers to be offered twice a year. It was well received and approved by MPDC. It will go to Management Steering Committee, President Scroggins and Cabinet for approval. If it gets approved, it will be implemented in March. PDC proposed to have input from faculty and classified staff on which topics should be included as part of the manager’s training process. Chris and Lianne will take this suggestion back to MPDC. |
| **Conference and Travel** | * Updates
 | * Budget update: Classified has a remaining balance of $20,000, Faculty has about $76,000 and Management with a remaining balance of $5,900.
* C&T request for John Norvell was approved by PDC.
* C&T request for Karel Lokeni was approved by PDC.
* C&T requests for Valentina Gaete and Heather Ponce were approved by PDC for two nights of hotel expenses to attend Annual Brain Injury Rehabilitation Conference in Carlsbad.
* PDC approved to give authorization to the representatives of the four councils of approving time sensitive conference and travel requests if quorum is not met during the winter session.
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| **PD Plan** | * Updates
 | PDC made changes to the PD Plan and is in the final stages and will be reported to PAC next week and hope to present the final plan in winter. |
| **POD Report and Business** |  | * POD LOFT renovation is being pushed back potentially to summer.
* VPI search was unsuccessful, another search will re-open in January. Dr. Scoggins will continue to be interim for Instruction.
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| **AP/BP Development** |  | PDC will have a AP/BP workgroup on January 24, 2019 at 1:30 PM.  |
| **Other** | * Super PDC Meeting date/time
* VPI invitation to a PDC meeting early next year
 | Super PDC meeting will be held March 14, 2019, 1:30-3:15 PM. |

*Next Meeting:* February 7, 2019