***Attendance:***

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **A** | Lianne Greenlee | √ | Mary Ann Gomez-Angel | **A** | Bruno Granillo | √ | Nan Shea | **A** | John Lewallen | **A** | Marlene Espina |
| √ | Grace Hanson | √ | Dan McGeough | **A** |  Chris Schroeder | √ | Liesel Reinhart |  | ***Minutes:***  | √ | ***Maria Cardenas*** |

|  |  |  |
| --- | --- | --- |
| **Item** | **Purpose** | **Outcome** |
| **Welcome**  | * Welcome
* Review minutes from prior meeting
* Final PAC Approved PFM
 | * Minutes from November 2, 2017 meeting were approved.
* PDC approved Purpose, Function, and Membership.
 |
| **CPDC Report** | * C&T Recommendations
* Classified Training Marketing
 | * CPDC has requested to split C&T funding between two semesters, 60% fall and 40% spring; the rationale is to keep up with the next fiscal year. PDC needs clarification on how to move forward.
* CPDC requested to expand MS Office365 training to include: Teams, One Drive, and Outlook other components such as Skype for business.
* A flyer for upcoming training was shared with PDC. Will attach to minutes.
 |
| **FPDC Report** | * Reporting structure
 | * Executive Senate will be making a recommendation for changes to the reporting structure for FPDC. The committee will likely become a council and propose a new membership and modified P&F to better address flexible calendar program requirements and align structure with other Senate-led governance areas.
* A flyer for upcoming learning activities was shared with PDC. Will attach to minutes.
 |
| **MPDC Report** | * Manager’s Retreat and ongoing training
 | * The management retreat was successful, with 85 managers attending. There is a plan in place to follow up on topics discussed at the retreat.
* Management feedback on the implementation of monthly meetings has been positive.
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| **POD Report & Business** | * LOFT is open
 | * The loft is now being used for POD workshops/trainings.
 |
| **Conference and Travel** | * Budget update
* C&T review
* Parameters for hotel costs for local conference
* Definition of “local” conference (from Mt. Sac or person’s home)
* What is “realistic” hotel cost?
 | * POD C&T funding has been exhausted for managers and classified staff and is running low for faculty. It was suggested a last call for faculty be sent out soon.
* PDC recommends an increase in C&T funding for 2018-19.
* PDC will review group travel process and local conference guidelines at annual end of year meeting.
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| **Professional Development Plan** | * Data Review Needed
* Begin revision – outcomes-based
 | * PDC will set aside part of PDC meetings to discuss PD data review at each meeting, will include revisions and outcomes as things come our way and start creating our plan.
* Liesel will send to PDC copy of current plan and a copy of the plan that was used in the Professional Learning Team with outcomes.
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| **Communication Network** | * Updates for the website
 | * Liesel shared the POD website with the group, specifically the adjunct page which lists all campus resources. A suggestion was made: to add faculty toolkit button.
 |
| **Other Related Business and Reports** | * AP/BP Review – Smartsheet update
* Meeting location change for April meeting – 21B-1
 | * Liesel shared the smartsheet used to share update on information the group searched on other college’s AP/BP’s standards for professional development. PDC requests that we will provide specific baseline, annual training resources. Lianne and Liesel will come up with a Frankenstein model for PDC to look at before going to board.
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*Next Meeting:* ~~April 5,~~ April 19, 2018, 1:30 – 3:15 PM