

College of Alameda Spring 2023

Professional Development Committee

April 17, 2023 MINUTES

Website: <https://alameda.edu/our-college/college-leadership/professional-development-committee/>

Present: Drew Burgess, Marivic Lizardo, Stefanie Ulrey, Kawanna Rollins, LaShawn Brumfield, Inger Stark (Staff Development Officer), Lilia Celhay, Reza Majlesi

Members: Reza Majlesi, Lilia Celhay, Maurice A. Jones, Glen Pearson, Stefanie Ulrey, Stefanie Bradshaw, Kawanna Rollins, LaShawn Brumfield, Louie Martirez, Marivic Lizardo, Drew Burgess (chair)

Agenda:

| | |
|--|--------------|
| 1) Call to Order--Announcements | Drew Burgess |
| 2) Professional Development Committee structure, meetings, agenda, minutes, funding, and website | Drew Burgess |

| | |
|--|-----------------|
| 3) Staff Development Officer Hiring Committee | Drew Burgess |
| 4) Budget Report | Marivic Lizardo |
| 5) Travel requests--updates | Marivic Lizardo |
| 6) Fall Flex day, workshops, theme, food, speakers | Drew Burgess |
| 7) Closing Ideas—reflection--discussion | Drew Burgess |
| 8) Adjournment | Drew Burgess |

Minutes:

1) 12:34 Call to Order---Drew Burgess to take notes

2) Discussion of the layout of the meetings, duties and responsibilities. Discussion of the priorities of funding allotment---22,000—Kawanna Rollins and Marivic Lizardo offer insight regarding past practices. Discussion of balancing PD

conferences and Flex day costs/activities—Lilia Celhay, quality rather than quantity sought. Discussion of food at Flex day and PD activities/funding and the office of the President. Drew Burgess will administer the updating of the website.

3) Drew Burgess discussed the upcoming committee to hire a staff Development Officer. Inger Stark offered guidelines for the formation and structure of the hiring committee including ideas concerning staff responsibilities and reimbursement.

4) Discussion and report of the Budget by Marivic Lizardo.

5) Discussion of travel requests and updates. Discussion of the relationship of conferences and Flex day workshops---developing dialogue and inter-collegial engagement.

6) Lilia Celhay notes to build connections to students. Discussion of a theme for Flex Day---adventure or exploration a possibility. Build 'walking time' between workshops. Discussion of spreading out rooms and create time in between workshops.

7) Discussion of the campus community---LaShawn Brumfield notes Vets, in-person courses, online courses, and seeking input from Vets. Reza Majlesi discusses faculty and student engagement related to the in-person experience. Discussion of Zoom calendar and delivery of meetings. Update of membership and appointment timeline needed.

8) Adjournment 1:22PM