



Minutes Approved

Professional Development Committee

Date: Monday, March 11th, 2024

Time: 3:00- 4:30 PM

Location: Zoom

Attendance: Alec Griffin, Corey Marvin, Frank Timpone, Denise Allen, Kelly Potten, Yvonne Pickerell, Andrew Burch, Rebecca Pang, Debilyn Kinzler

1. Call to Order- meeting called to order at 3:31 PM
2. Changes/Additions to the Agenda – no changes
3. Approval of Minutes and Action Items –
4. **Resource Request Analysis** -Corey discussed the initiation of the survey next fiscal year on an annual basis and shared the completed Resources Request Analysis with the committee. Corey opened the RRA to discussion. The group agreed the layout looked good. Alec mentioned that the push for an in-person event would happen in the fall, the amounts budgeted for staff travel was adjusted to reflect more staff attendance. The AI topic of the RRA was also adjusted to incentivize staff to participate in the discussion. The group unanimously approved the RRA for submission to the budget committee.
5. **PDC Handbook**- Corey let the group know that the PDC Handbook is in the Teams shared files for review and updating.
6. **Review of Action Items** – Alec to discuss faculty to faculty activities with faculty flex committee.
7. **Future Agenda Items** – Accreditation standard evaluation of institutional Professional Development.
8. **Future Meeting Dates**-
 - April 15th, 2024
 - May 6th, 2024- tentative
9. **Adjournment**- Meeting adjourned at 4:25 PM.

Meeting Co- Chairs: Corey Marvin & Alec Griffin

Recorder: Kelly Potten



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Professional Development Committee

Date: Tuesday, March 14th, 2023

Time: 3:00

Location: Zoom

Attendance: Debilyn Kinzler, Rebecca Pang, Frank Timpone, Andrew Burch, Rene Mora, Corey Marvin, Kelly Potten

1. **Call to Order-** *meeting called to order at 3:01 PM*
2. **Changes/Additions to the Agenda-** *no changes or additions*
3. **Approval of Minutes and Action Items-** *February 14th minutes approved, Corey still has it on his to do list to meet with Abe Ali*
4. **AY 2023-24 Professional Development RRA- Initial Discussion and Planning-** *Andrew shared last year's RRA document and he and Corey gave an overview of how it is developed. The themes of Equity, Guided Pathways pillar IV and workplace well-being were the highlighted topics last year. A new theme for the RRA was discussed, the use of AI and websites such as ChatGPT. The removal of accessibility from the RRA and Flex was discussed. Rebecca mentioned that Z-degree has an accessibility component tied in. Andrew mentioned that the use of OERs goes hand in hand with accessibility. The discussion then moved to the theme of mental health and well-being and the potential for a flex or lunch and learn on the student app Timely Care. The RRA will focus on the themes of equity and cultural responsiveness, mental health sensitivity, and the change in online teaching to AI language models.*
5. **2023 PD Survey- Next Steps and Dissemination of Survey-** *Andrew shared the he and the IR department have made all the necessary tweaks to the PD survey and that he would like to see it moved forward for approval and disseminated this month. Corey will bring the survey to the President's cabinet for review.*



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6. **2023 Fall Flex Planning- Update and Budget-** *Andrew has been working on Fall Flex and shared the planned schedule. The schedule includes and IR presentation with Jaclyn Kessler, Admin hour with several department administrators, and a Cal STRS retirement and budgeting sessions. There will be a retirement session for all faculty as well as a breakout session specifically geared toward adjunct faculty. Andrew proposed a presentation on the Peralta Equity Rubric by Karen Oeh with experts, a potential cost of \$400. Andrew also proposed the return of keynote speaker Sharla Barry to speak on asynchronous and synchronous course tips. Sharla's fee is around \$7000-9000 and Andrew discussed the potential of looking outward for funding this cost. The total proposed budget for Fall Flex would be around \$ 1300.*
7. **Review of Action Items-** *Corey to take the survey to the next President's Cabinet meeting. Corey and Andrew to draft the RRA. Andrew to research Timely Care services for flex presentation.*
8. **Future Agenda Items**
9. **Future Meeting Dates**
 - 3:00pm – 4:30pm Tuesday, April 11th
 - 3:00pm – 4:30pm Tuesday, May 9th
10. **Adjournment: Meeting adjourned at 4:15 PM.**

Meeting Co- Chairs: Corey Marvin & Andrew Burch
Recorder: Kelly Potten

Technology Resource Team

Mission

The Mission of the Technology Resource Team (TRT) is to recommend to the College Council technology practices, procedures, standards, and planning in the areas of instruction and information. TRT's goal is for the advancement of technology in the areas perceived as beneficial by the College departments, faculty, staff, and students.

Composition

- **Membership**
 - **1 Administrator – Serves as the team chair**
 - **4 Faculty Members**
 - **4 Classified Staff Members**
 - **1 Student**

- **Multi- Campus Representation Areas**
 - **Career-technical Instruction**
 - **Transfer Instruction**
 - **Web Services**
 - **Network Administration**
 - **CC Online**
 - **ITV**

Meeting

- **Date & Time –April 19, 2023, 2:30PM Zoom**

- **Agenda**
 - **Minutes – see attached**
 - **Updates – staffing update, Training updates,**
 - **New Items**

- **Information Technology Program review**
 - Anything missing?
- **IT Resource Requests**
- **TRT Satisfaction survey results**

- **Reports from other areas**
 - PED Tech
 - Distance Education



Minutes

Committee Name: Facilities Committee

Date: March 15, 2023

Time: 1:00 – 2:00pm

Location: Virtual “ZOOM”

Present: Cody Pauxtis, Scott Cameron, James Markham, Lisa Stephens, Chris Beltran, Kristie Nichols, Inge Olsen, Lisa Stephens, Frank Timpone,

Absent: Kim Blackwell

1. **Call to Order** – 1:00 pm.
2. **Approval of Agenda** – Agenda approved with no changes.
3. **Review of Minutes and Action Items** – Minutes reviewed and approved with no changes.

4. **Facility Resource Request from Section and Division Plans.** Cody shared the Facilities Resource Requests. He reviewed all requests and provided feedback and alternate funding sources. Cody reviewed information on supported items in the Administrative Services Division Plan.

Cody stated the Facilities Resource Request is less than last year. He asked the committee for feedback. Scott asked how information on budget requested items is communicated back to the requestors when not supported or decreased. Cody stated they are currently working on a process that addresses how individuals are notified about their budget requests in the event they are not being fully supported. Cody stated VP Houck wants to make sure everyone has a voice. Lisa suggested Cody present Resource Request Plan at Faculty Chairs meeting. Cody stated he is briefing Academic Senate tomorrow. Cody will inform them a planning document exists.

5. **Project Updates** - Cody stated the Outdoor Learning Space near Art has concrete scheduled for Tuesday and should be done by April 9. The artificial turf should be installed by the end of April in time for BHS Prom and hosting of Safe Grad Night.

Cody shared that we expanded our advertising with radio broadcasting in the Ridgecrest and Antelope Valley areas seeking contractors to re-bid the PE Sports Complex Project. These efforts paid off and saved around 3M.



Minutes

The radio ads will be a new standard for seeking bids at Cerro Coso. The project goes to the board in April starting after graduation. The College Heights Blvd Road project is on hold. This will go out for bid in January or February 2024 with construction beginning in the summer to reduce impact on staff and students.

6. **Facilities Master Plan** – In progress with Presidents Cabinet.
7. **Review of Action items** –
8. **Future Meeting Dates** –

Wednesday, April 19, 2023

9. **Adjournment** -

Meeting Chair: Cody Pauxtis

Recorder: Crystal Leffler

DRAFT