

# Santa Ana College Professional Development Advisory Committee Minutes

Wednesday, May 31, 2023; 1:30 PM -2:30 PM in Zoom Meeting

## Attendees:

Yuri Betancourt, Tanisha Burrus, Amberly Chamberlain, Jennifer De La Rosa, Jim Isbell, Annebelle Nery, John Nguyen, Stacy Russo, Christopher Sandoval, Carol Seitz, Merari Weber

## Shared Documents:

Agenda, April 2023 Minutes Draft, Brave Space Guidelines, SEAP Funding Request Form

## Action Items:

- 1) Public Comments
  - a) Working on Classified classes for college credit.
- 2) Minutes
  - a. Dr Merari Weber moves to approve minutes. John Nguyen seconds the motion
- 3) Reports
  - a) Faculty
    - i) SAC
      - Finished gathering submissions for PD Week. Finalizing a few for this week
      - Flex closing on Sunday. Preliminary list sent to deans for reports.
      - Moving to host EEO trainings on a fixed schedule so that people can better plan when they can attend. Alistair said one every 4 months. Want to bring them up more often. Next one is scheduled for PD Week
    - ii) SCE
      - Noncredit finalized for PD Week
  - b) Classified
    - i) Subcommittee is working on a campaign for professional growth. It is a district program.
    - ii) Need to work on the website so there is somewhere people can go to ask questions related to professional development
    - iii) Working to make sure classified speakers and the courageous institute group can be properly compensated for their work
  - c) Students
    - i) No student representative today. Melani Hernandez will be transferring to UC Riverside. Raven will take her role as the new ASG president.
  - d) Management
    - i) Fall convocation trying to shorten it to 1 hour and a half. Two keynote speakers: Trudy Naman and the daughter of the muralist. She will share the history of the murals in Santa Ana.

- ii) Recommendation to invite students and have them be more involved in Convocation. Student invitees don't need to be ASG. Look for students that are less involved but would be interested.
- iii) Look towards providing Classified Professionals release time so they can attend Convocation.
- iv) Working with P&C for the conflict resolution training for managers. Will be mandatory for them.
- v) PD Week: people want to build CVs and interview skills.
- vi) Classified Professionals Appreciation Week: over 400 people checked in throughout the week. Appreciation lunch and the popsicle were the most popular activities.
  - Some classified were not able to attend due to not being able to move away from their desk
  - Will work to have more managers on board to help and will begin planning sooner.
  - If we can plan earlier, we can take charge as a committee rather than having to depend on a few managers.

#### 4) Business

- a) PD Committee Membership for Fall Semester
  - i) Send notification to Claire Coyne for faculty appointments that are not named by position
  - ii) Jennifer and John will make stay as PD Committee manager representatives.
  - iii) Return to a tri-share model: a representative from classified, faculty, and management.
  - iv) Luisa is the CSEA appointed member for PD Committee. Will need to see who serves onward for the committee in the future.
  - v) Dr. Nery will stay on as the chair for PD. Will do a professional development plan for the spring so we know going forward how certain events will be held.
  - vi) Hiring a managerial position to handle PD activities and contracts
  - vii) Send the previous 2-year plan with the two-year goals.
  - viii) Present data going forward targeting equity gap groups.
- b) Professional Development Equity Funding Request for PD
  - i) Sent out the funding request for all groups. Questions that the Committee needs to answer:
    - How is that money separated?
    - Does it get allocated by each constituent group?
    - How much gets provided, how long can that group hold onto that funding?
  - ii) All funding must prove that the equity must close an equity gap. How did this money go back to the students?
  - iii) VPs have been given funding for professional development conferences that their classified and staff want to attend. This will include credit and noncredit.
  - iv) Managers must use their budgets to attend conferences.
  - v) Classified attend the least amount. Must find ways to encourage them to attend.
  - vi) Moving to biweekly meetings in the fall
- c) Professional Development Speaker Series Update

- i) Equity issue. Do not have a system to pay classified staff the amount that we wanted to pay them. CSEA entered the demand to bargain so that the classified professionals that are chosen to present can be properly compensated.
- d) Letter of Interest – Job shadowing/Classified Managers
  - i) Will give a list of managers interested in having classified job shadow.
  - ii) Will be working with Christina Wagner for Mock interviews and resume workshops for Classified staff. Will add faculty workshops
- e) Review Survey for minimum qualifications – Classified Professionals
  - i) The last time someone submitted a transcript they may have gone up since then. Provide feedback.
  - ii) Need to send it out to gather interest