



FOOTHILL COLLEGE
Professional Development Committee Meeting

MINUTES

Date: 03/14/16

Time: 12:00 p.m. – 1:00 p.m.

Location: Altos Room (2019)

Attending

Jeff Anderson, Judy Baker, Akemi Ishikawa, Tiffany Rideaux, Paula Schales, Karen Smith, Benjamin Stefonik

Discussion Items

1. Approval of minutes
2. Announcements
3. Frances Kendall PD event wrap up/share out
4. Health and wellness event update for fall quarter
5. Dee Fink event
6. Courageous Conversations
7. Stipends to pay for part-time instructors to attend PD
8. Looking ahead to opening day (picking a theme, who to engage on campus, keynote, etc)
9. Workshop topic for spring or fall: trans inclusion/awareness workshop

Discussion Detail

1. Approval of minutes
The meeting minutes from February 22, 2016 were unanimously approved.
2. Announcements
 - a. A request was made to have a workshop on equity/diversity in the workplace or sexual harassment training for classified staff. HR will be contacted to find out if the trainings, which have been offered to administrators, can be extended to staff.
 - b. In the spring, Rai Hsu, assisted by Paula Schales, will provide another "Intro to Foothill Video Studio" session.
3. Frances Kendall PD event wrap up/share out
 - a. Results from the feedback survey were shared. 12 responses were received.
 - b. There was a high demand for the vegetarian lunch meal. There were only 5 or 6 available. When the vegetarian option ran out, the vegan and gluten free options were requested, but there was some hesitation in distributing the vegan and gluten free meals to those who did not really need them. There was a conscious effort to set them aside for those who actually need to adhere to their dietary restrictions.
 - c. In the future, vegetarian, vegan and gluten free meal requests will try to be included in the registration process.
4. Health and wellness event update for fall quarter

- a. Jeff Anderson will check to see if his brother Kevin Anderson is available to provide biking safety instruction, with emphasis on commuter biking.
 - i. A ride from local Caltrans stations in Mountain View to Foothill College will be arranged.
 - ii. Bike friendly maps and information on how to get from local public transportation hubs (Caltrans, bus stops, etc.) to Foothill College will be provided.
 - iii. Jeff will contact the Sustainability Committee (Bob Cormia, Brenda Visas Davis, Linda Robinson) to see if they might have some information already available.
 - They may also be able to provide a mailing list of potentially interested participants.
 - It was suggested that the committee find out if they have anything planned for Earth Day, Friday, April 22.
 - b. A step-by-step guide or checklist on how to take advantage of Flexible Spending Accounts (FSA) through district benefits could be provided.
 - c. Stress reduction, resolving workplace conflicts, living with chronic conditions, ergonomics, smoking cessation, healthy snacks on campus, healthy weight management, exercise, using the facilities available on campus (including where to change after a bike commute, and where to park to access facilities) and how to be happy at your workplace were additional topics that were considered and discussed.
 - i. The Kinesiology Division will be contacted for information and possible collaboration on some of the topics.
 - d. The event will be titled in terms related to "Work/Life Balance."
 - e. The structure of this PD Day is yet to be determined. Multiple breakout sessions, four 1-hour long sessions are being considered.
 - i. The workshop with Kevin Anderson may be divided into a discussion session and ride session. Participants could opt to attend either or both sessions with Kevin, or attend one of the other breakouts.
 - ii. Depending on the timeframe, the committee will decide if lunch will be provided.
5. Dee Fink event
4 people have signed up for this event. In addition to the email blasts from Marketing, Karen Smith will be able to promote the event with staff through the Classified Senate email. Faculty will receive reminder emails through their divisions and/or departments. Register at:
<http://events.r20.constantcontact.com/register/event?oeidk=a07ec74lzvib13d8b25&llr=pje5aedab>
6. Courageous Conversations
26 people have signed up for this event. Register at:
<http://events.r20.constantcontact.com/register/event?oeidk=a07ecdgdiiir4590d49d&llr=pje5aedab>
7. Stipends to pay for part-time instructors to attend PD
 - a. The draft resolution was shared.
 - b. The proposed pilot program will provide a stipend of \$500 for 10 hours of Foothill College PD participation over a 2-year period.
 - c. \$25,000 of Professional Development funds will be requested to cover the first 50 submissions.
 - d. If the pilot program is successful, then future ongoing funding will be negotiated in the contract.
8. Looking ahead to opening day (picking a theme, who to engage on campus, keynote, etc)
This item was tabled for future discussion.
9. Workshop topic for spring or fall: trans inclusion/awareness workshop
This item was tabled for future discussion.