

# MINUTES

## VENTURA COLLEGE

### Minutes of the Professional Development Advisory

Date: Monday, April 24, 2017

**Present:** K. Algiers, D. Bransky, P. Clinton, E. Crump, T. DeClerck, J. Garcia, B. Hart, D. Hartman, D. Kumpf, M. Millea, C. Sidnam, L. Wright

**Recorder:** C. Harper

**Absent:** K. Clark, J. Esquivel, M.T. Fiumerodo, J. Garner, H. Galindo, M. Moore, S. Oxford, M. Reyes Sanchez

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Call to order	The meeting was called to order at 2:02 PM.			
Welcome	Dan Kumpf welcomed committee members and made introductions.			
Approval of previous Meeting Minutes	Bill Hart motioned to approve the March 27, 2017 minutes. Tania DeClerck seconded the motion. The motion passed with 2 corrections.			
Culturally Responsive Training & Learning	Per Tania, 115 attendees registered in Eventbrite (EB) and 90 showed up. Many on-the-spot sign ups. After lunch attendance dropped. 6-7 hours a bit too long. Much discussion on using EB for future registrations RSVPs for catering, uses within EB for data collection, ways to keep attendees by having a working lunch. Set-up/Clean-up volunteers need to be booked a couple weeks ahead of time.	Possibly email PowerPoint to EB registered guests.		Tania DeClerck
Colloquium	Fourth Colloquium had many community members attend. Panel provided lively, diverse views. Great way to kick off festival week. Get next year's event on calendar. Book in-coming VC Pres to open the Colloquium. Use Foundation \$\$ to promote and advertise.			
Diversity in Culture Festival	Very successful. Richard Blanco sold out Rm. 150. Advertising was great for the festival, especially for Richard Blanco.  Need sound person to cut background music when bagpipes or other musical group is performing off stage area.			

Diversity in Culture Festival (cont.)	<p>ASC events were well attended, stage area much less attendance.</p> <p>VC Admin should encourage instructors to bring their classes. Need to promote further in advance.</p> <p>Debriefing meeting on Thursday, April 27<sup>th</sup> at 2:00 PM in room MCE-226.</p>			
Update on Request to Present	<p>Deadline has passed. Jenna provided update of 6 presentations 2x month (Sept, Oct, Nov). Will notify the presenters re: pairing up. Still looking for monthly presenters – solicit input from classified staff, make outreach.</p> <p>Robin Douglas possible interest in the K-12 perspective &amp; institutional barriers.</p> <p>Reserve rooms, advertise “Save the Date”, mail postcards, EB notifications, motto: “It’s All Valuable.”</p>	<p>Room reservations, Save the Date mailers, coordinate event dates/times, advertising timeline</p>		Dan, Bill, Lynn, Philip
Fall Flex Days	<p>SCALE: 2-day event – need to advertise</p> <p>Tania – dates were taken off calendar – will ask trainers to hold future dates until end of May.</p> <p>Kammy to submit RFP.</p> <p>Cindy – make e-postcard for Save the Date, send an Outlook card.</p> <p>Dan received email – Rep from Canvas will be here during Fall Flex Days. Ask Matt to take Wednesday.</p>	<p>SCALE – advertise</p> <p>Trainers – hold dates</p> <p>Submit RFP</p> <p>Confirm with Cindy</p>		<p>Kammy</p> <p>Tania</p> <p>Kammy</p> <p>Lynn (?)</p>
Budget	<p>RFP submitted to executive team.</p> <p>4CSD Conference must be specifically applied for.</p> <p>Districts apply 2% of general district budget for P.D. Must apply at district.</p> <p>Money come from Equity.</p>			
Miscellaneous	<p>Philip Clinton to step down as Co-Chair</p>			
Adjournment	<p>The meeting was adjourned at 3:05 PM</p>			
Next meeting	<p>August 28, 2017</p>			