



PROFESSIONAL DEVELOPMENT COMMITTEE
March 30, 2026, 2:00 P.M.
MAIN CAMPUS, BUILDING D, ROOM 128
Minutes

MEMBERS	Constituent Group	Present	Absent
Bryce Craft	Administrative	X	
Janet Flores	Faculty	X	
Guy Hanna	Administrative		X
Laura Zavala	Administrative		X
Marianne Fontes	Administrative	X	
Gayle Pitman	Administrative		X
Jason Hough	Faculty	X	
Sunita Lanka	Faculty	X	
John Perez Jr.	Faculty	X	
Nancy Wheat	Faculty	X	
Edward Bueno	Classified		X
Lisa Fischler	Classified		X
Jacob Jun	Classified	X	

Guests: (if any)

1. Call Meeting to Order

Meeting called to order at 2:11 p.m.

2. Approval of Agenda

Agenda approved by committee.

3. Approval of Minutes

Minutes approved by the committee

4. Professional Development Committee Return of Conference & Travel Grant

Kayla outlined the goal of re-establishing the conference and travel grant program and noted that a meeting with the business office has been scheduled to develop the administrative process. She shared the previous application and quarterly deadlines, asking whether the committee wanted to maintain that model. Janet explained that the timeline may depend on how funding is handled—particularly if reimbursement is used, which offers more flexibility—and described the prior PLC schedule, with deadlines of April 15 for fall and October 15 for spring. Janet introduced an updated application, rubric, and Google Form, explaining that tied scores would be resolved through committee deliberation and that awards would be capped, with employees covering any additional costs upfront and being reimbursed up to the awarded amount.

The group discussed several structural considerations moving forward. Jason raised concerns about adding summer as a term and suggested three application cycles (spring, summer, fall). Janet

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emphasized three key factors: deadlines, the approval process, and identifying funding sources, noting the absence of a dedicated general fund line item. Kayla shared that \$50,000 in EEO funding is available for summer/fall 2026. There was also discussion about creating a webpage to highlight grant recipients for visibility and accreditation purposes, ensuring the rubric is accessible to applicants, and developing a universal application form that can be used across funding sources. The importance of collaboration with the business office and providing application support for staff was also highlighted.

Finally, the committee discussed program sustainability and impact. Kayla emphasized the importance of participants sharing what they learned, while the group noted the need for follow-up and evaluation to assess how funded activities contribute to student success and institutional goals. Jason pointed out that expectations should be flexible, as not all roles will have direct deliverables, and stressed the importance of designing an inclusive process that supports all employee groups. The idea of starting with a lower barrier to entry and building a stronger professional learning culture over time was supported, along with potentially piloting the program with a small group before a full launch.

5. Closing Comments/Adjournment

The meeting adjourned at 3:20 p.m.

Next Meeting(s)

April 20, 2026

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