



## Professional Development Planning Committee

Second Tuesday of the Month

April 14, 2026

12:30pm to 1:30 pm

Location: 13-337

Join Zoom Meeting:

<https://smccd.zoom.us/j/87815878562?pwd=O86HyuNnbmLATA8bSbsFPq66ilmldw.1>

Meeting ID: 878 1587 8562

Passcode: 979542

## MINUTES

Tri-chairs:

- Classified Rep, [Roslind Young](#)
- Dean of ASLT, [Anniqua Rana](#),
- Faculty Flex Coordinator, [Ellen Young](#)

[Professional Development Plan 2024-27](#)

[March 10, 2026 Minutes](#)

[Recording](#)

[Passcode: e^xj1xrL](#)

## AGENDA

Item	Time	Presenters
Welcome and introductions <a href="#">Cañada College Land and Labor Acknowledgement</a>	10 min	PDPC chairs
Colegas team update	25	The attendees who participated in the Colegas Conference shared several reflections and ideas during the meeting discussion: <ul style="list-style-type: none"> <li>• They emphasized that classified professionals need more equitable access to professional development opportunities and funding. The conference reinforced the importance of supporting classified staff as institutional leaders.</li> <li>• The attendees discussed creating opportunities for classified staff who attend conferences to “share out”</li> </ul>

		<p>what they learned with the campus community, including:</p> <ul style="list-style-type: none"> <li>○ how the experience impacted their work,</li> <li>○ what ideas they brought back,</li> <li>○ and how the conference contributed to their personal and professional growth.</li> </ul>
<p>Flex day  <a href="https://canadacollege.edu/professional-dev/flexday.php">https://canadacollege.edu/professional-dev/flexday.php</a></p>		<ul style="list-style-type: none"> <li>● Rosie emphasized the importance of finalizing and communicating the schedule early so people could reserve the date and receive reminders:  “Earlier is better, and we can send out more reminders to mark their calendars.”</li> <li>● Ellen Young shared concerns about organizing the schedule and balancing multiple sessions: <ul style="list-style-type: none"> <li>● too many simultaneous workshops,</li> <li>● fitting both one-hour and two-hour sessions,</li> <li>● and making the overall flow of the day feel coherent.</li> </ul> </li> <li>● The group described the day as “pretty incredible” and highlighted the central theme of: <ul style="list-style-type: none"> <li>● trauma-informed pedagogy,</li> <li>● de-escalation,</li> <li>● equity,</li> <li>● and supporting students compassionately.</li> </ul> </li> <li>● Several participants stressed the need to make Flex Day accessible and meaningful for classified professionals: <ul style="list-style-type: none"> <li>● encouraging them to attend,</li> <li>● ensuring they could step away from work,</li> <li>● and offering sessions designed specifically for their needs.</li> </ul> </li> <li>● Niamh discussed incorporating more student voices and student-centered workshops into Flex Day, including: <ul style="list-style-type: none"> <li>● Know Your Rights workshops,</li> <li>● ICE response training,</li> <li>● and undocumented ally support.</li> </ul> </li> <li>● Aricka Bueno commented that the agenda achieved a strong balance between: <ul style="list-style-type: none"> <li>● emotionally heavy and serious topics,</li> </ul> </li> </ul>

		<ul style="list-style-type: none"> <li>• and lighter community-building activities like poetry, somatic healing, and wellness sessions.</li> <li>• The committee also discussed the importance of assessing the long-term impact of Flex Day professional development: <ul style="list-style-type: none"> <li>• whether it changes institutional practices,</li> <li>• supports students better,</li> <li>• and improves campus culture.</li> </ul> </li> <li>• There was also recognition that planning Flex Day is challenging but worthwhile,</li> </ul>
<p><a href="#">Professional Development Planning Committee Updates 2025-26.docx</a>  <a href="#">PDPC PBC Report April 2026 .pptx</a></p>	<p>5 min</p>	<ul style="list-style-type: none"> <li>• They highlighted the value of the “Leading from the Middle” approach, where employees identify a campus problem or project and work collaboratively across roles to address it.</li> <li>• Rosie expressed interest in participating in future leadership development opportunities after hearing about the conference and related trainings.</li> <li>• The group also reflected on the need for professional development that not only improves job skills, but also: <ul style="list-style-type: none"> <li>○ builds community,</li> <li>○ supports wellness,</li> <li>○ and helps employees navigate emotionally demanding work environments.</li> </ul> </li> <li>• Another key idea discussed was that professional development should have measurable institutional impact, not simply attendance numbers. The attendees talked about assessing whether trainings actually improve communication, student support, and campus practices.</li> </ul>

<https://californiacommunitycolleges.cventevents.com/event/ReclaimingJoy/home>

Topics from March meeting [March 10, 2026 Minutes](#)

- **Documentation and transition planning for PD roles**  
Especially important with upcoming leadership transitions (e.g., Flex Day coordination)  
Suggestion to review and share documents to ensure continuity  
Focus on making materials clear and usable for whoever steps into the role next
- **Institutionalizing processes**  
Emphasis on documenting workflows so future coordinators don’t have to “reinvent the wheel”
- **Potential share-out from coordinators**

Opportunity for current leads to explain their work and processes  
Could also support recruitment/interest in future coordinator roles

- **Leading from the Middle (LFM) follow-up**

Possibility of inviting the LFM team to present **more concrete action items and next steps**

- **Ongoing PD communication and opportunities**

Reminders about available trainings (e.g., PDA offerings, building captain training)

Encouraging participation, especially among classified staff

Overall, the next meeting will likely focus on **continuity, documentation, and sustaining PD efforts**, alongside regular updates like Flex Day.

Flex days: <https://canadacollege.edu/professional-dev/flexday.php>

- August 2026: Due May 15th, 2026

**Next Meeting**

[May 12, 2026](#)