Professional Development Committee - Minutes

Meeting Details

Date: September 4, 2026

Time: 11:30 a.m. - 1:00 p.m.

Location: Online - Zoom

Acronyms used in this agenda

PD – Professional development

DSO – SBCCD District office

Members (Attendance)

Enter P (present) or A (absent) in the Attendance column.

Attendance (P/A)	Member	Role / Representation
P	Kashaunda Harris	Tri-chair - Faculty
P	Breanna Brighton	Tri-chair – Manager
A	Cierra Divens	Tri-chair – Classified
P	Trinette Barrie	Member/Academic Senate
P	Danni Black	Member/Student Senate
P	Glenn Blanco	Member/Academic Senate
P	Lauren Bond	Member/Academic Senate
A	Cherishea Coats	Member/DSO
A	Danae Hart	Member/Academic Senate
P	Steve Hellerman	Member/Academic Senate
P	Richard Hogrefe	Member/Academic Senate
P	Brandi Mello	Member/DSO
P	Belinda Navarrete	Member/Academic Senate
P	Chris Olivera	Member/Academic Senate
A	Jillian Robertson	Member/Academic Senate
A	Keith Wurtz	Manager
P	Souts Xayaphanthong	Member/Academic Senate
P	Ginger Sutphin	Guest

Agenda Items

Agenda Item	Discussion	Proposed action / next steps
Call meeting to order & approval of the minutes	The meeting was called to order at 11:30am.	
Funding Requests/ Budget Updates	**Current budget:** Reference Books $200 Non-Instructional Supplies $350 Printing $ 150 Meals/Refreshments $320 Speakers/Consultants $2,000 Travel/Conferences (PD) $15,000 Travel/Conferences (SEA) $10,000 Dues/Memberships $200 Awards/Giveaways $1,000 Pending Request: 1. Lauren Bond: Annual PAMLA Conference - $1000 ($500 – PD/$500 – Equity). https://www.pamla.org/pamla2026/ 2. Natalie Lopez: Community College League of California (CCLC) Annual Convention - $1000 ($500 – PD/$500 Equity). https://www.ccleague.org/2026-annual-convention/ 3. Two PD committee members (including Souts): 4CPD Conference Registration and Hotel – Up to $1000 (PD) https://www.4cpd.org/annual-conference/registration	1.A motion to approve Lauren Bond's funding request was made by Chris and seconded by Rick. Approved by consensus at 11:50am. 2. A motion to approve Natalie Lopez's funding request was made by Chris and seconded by Glen. Approved by consensus at 11:53am. 3.A motion to approve two PD committee members (Souts) funding request was made by Chris and seconded by Breanna. Approved by consensus at 11:59am.

Agenda Item	Discussion	Proposed action / next steps
PD Tri-Chair Updates	• Interim Dean of LAAS, Breanna Brighton: Management Tri-Chair • Faculty Lead, Kashaunda Harris: Sabbatical Leave for Spring 2007 • District Committee Proxy for Calendar Committee (1st Thursdays, 2 pm) and Institutional Effectiveness Advisory Committee (3rd Thursdays, 10 am)	We need a proxy for the Calendar Committee.
Fall 2026 Flex and In-service	• What worked well? • What were some challenges? • What should we do or offer again? -The committee reviewed the FLEX offers. -Morning workshops were well attended. -Valley attended a good number of our PD events. They also did a good job submittting surveys. -Engagemnet with games gave the ability to converse with one another was nice. -22 individuals attended Chris' Excel workshop. -Anti blackness was packed. -Peer review workshop was good. -Safe talk was awesome and Amanda will invite them back for more trainings. -More interactive trainings -Lighten Thursday a bit with expectation that Wednesday is required. -Management voice needs to be clear and consistent. We hope to see you versus required.	
Fall 2026 – Spring 2027 Planned PD Activities	• Speaker series • Co-working hours • Brown bag lunch series • Holiday celebration • Employee appreciation	
PPR	• PDC priorities for the four-year Program Review	
Committee Reports	• Academic Senate • Classified Senate • Other committees	

Agenda Item	Discussion	Proposed action / next steps
Committee Announcements		
Future Agenda Items	Meeting was adjourned at 12:58pm.	

College Mission, Vision, and Values

Mission Statement

The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision Statement

To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Institutional Values

- **Respect:** To champion active listening and open dialogue within our community.
- **Integrity:** To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- **Diversity & Inclusion:** To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- **Innovation:** To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- **Leadership:** To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- **Sustainability:** To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Professional Development Committee Charge

The Professional Development Committee reports to the Crafton Council and relies on research and evidence-based decision making to inform professional development activities that encourage collaboration and conversations to promote equity driven inclusive practices. The PDC completes this work by focusing on:

- Working with campus group representatives, such as unions, Senates, special projects, and other participatory governance committees, to create and foster a broad array of Professional Development activities that focus on equity driven inclusive practices
- Engaging with faculty and staff from all areas to support professional development that addresses student needs (e.g.: career and academic pathways, educational planning, instructional support, etc.)
- Collaborating with research to develop, collect, and review data from a variety of surveys and assessments
- Developing, planning, scheduling, promoting, and facilitating Flex and In-Service activities
- Building activities that help people to realize their individual and collective aspirations, raise the quality of their reflection and conversation, and hone their conceptualizations of the larger system in which their work is situated
- Promoting learning opportunities with other institutions, organizations, and professional networks that fulfill our mission as a community college
- Reviewing and recommending approval of funding requests for professional development materials, workshops, and conferences

Members of the committee also serve as the college's Flex Advisory Committee, which views flex reports submitted by flex-eligible full-time faculty. The Professional Development Committee meets twice per month.

Enrollment Strategies Committee Membership

- Faculty, classified staff, management, and students are represented on the committee.

- Term: Two year (for appointees)

To export your Word document to an accessible PDF

1. Start by clicking the "File" menu toward the top left corner.
2. Select "Save As" from the left-side menu
3. Click the file extension/type drop-down menu and choose "PDF (*.pdf)." Then,

4. Select the "More options..." blue link just below the drop-down menu. When the "Save As" window appears,
5. Select the "Options" button at the bottom of that window. This will pop up one more small window for your PDF "Options."
6. Here, you want ensure that "Create bookmarks using:" is checked if you have headings or bookmarks of any kind in your document (recommended for longer documents of 10 pages or more), "Document properties" is checked, and "Document structure tags for accessibility" is also checked.
7. Lastly, select the "Okay" button in the Options window, and finish by selecting the "Save" button in the Save As window.

Accessibility checklist for editors

- Use built-in heading styles (Heading 1, Heading 2, etc.) instead of manually bolding/underlining.
- Write full words the first time you use an acronym; avoid unexplained abbreviations.
- Use tables only for data; include a clear header row; avoid merged cells where possible.
- If you add links, use descriptive link text (not “click here”).
- If you add images, charts, or logos, include concise alt text and ensure information is not conveyed by color alone.
- Exporting to PDF: use “Save As PDF” (not print-to-PDF) and verify that text is selectable and headings/tags are preserved.