

San Diego Mesa College
Classified Professional Learning Committee
Meeting Notes

February 13, 2019
12:45 pm – 2:15 pm, LOFT

ATTENDEES	Present:	Absent:
	Janue Johnson	Carlos Pelayo
	Alan Goodman	Eduardo Arteaga
	Andy MacNeill	Jacqueline Collins
	Catherine Cannock	Leanne Kunkee
	Charlie Lieu	Virginia Enriquez
	Ed Helscher	Rachel Schwarz
	Elizabeth Hazen	Brandon Terrell
	Eva Parrill	Consuelo Porto y Taboada
	Rocio Sandoval	Kristin Krogh
	Todd Williamson	

Agenda Item 1: Call to Order: By Janue at 12:55

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order Previous meeting's minutes were reviewed and approved as-is
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ACTION ITEMS	PERSON	DEADLINE
Post minutes to website	Todd Williamson	

Agenda Item 2: ClassiCon Planning

DISCUSSION	<ul style="list-style-type: none"> Orders/Purchasing <ul style="list-style-type: none"> Charlie has ordered the SWAG items, and gave the committee a preview of fanny packs, pens, sunglasses <ul style="list-style-type: none"> Get the logo in black on the fanny packs Alan- we have catering quote for the first 2 days, but he has not received the quote for the taco truck vendor (150-175 people) Snacks- Costco does not take Purchase orders, Patty (or someone with a Cal Card) will have to go to Costco on Monday before ClassiCon (June 3)
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	<ul style="list-style-type: none"> ▪ Ed has a list, will send to Eva to distribute to committee ▪ Rachel needs a budget number for name badges- Alan will provide • Paperwork update • Timeline clarification- When will we stuff bags? After the Costco run on May 31st <ul style="list-style-type: none"> ○ Amount only requisition for pizza place for committee members while bags are stuffed ○ Breakfast foods/snacks- Rocio will talk to Aaron/Patton, can he provide coffee, pastries, granola bars, etc? (Tuesday Wednesday) ○ Athletic department can provide coolers for water • Room Reservations <ul style="list-style-type: none"> ○ Do we want to use the new BT building for the kickoff? There is a conference room with stadium seating, maybe we could also hold classes- ○ Janue & Eva will email Jacqueline for arranging rooms ○ Games day- SB101 (close to sports field) for non-athletic games • Workshop Facilitators <ul style="list-style-type: none"> ○ Spotlight on student service- <ul style="list-style-type: none"> ▪ How to fit the same 90 minutes presentation from NFI to 70 minutes? ▪ Or how to make it interactive- using finish line game? ▪ Charlie will meet with Andy to collaborate ○ Eva, Janue, Rachel will work together to assign responsibility for confirming workshops • 80's trivia demo <ul style="list-style-type: none"> ○ Charlie demonstrated the Kahoot/80s trivia game ○ Committee members can send Charlie questions to add ○ Charlie also suggested win/lose/draw <ul style="list-style-type: none"> ▪ Like Pictionary but different? ▪ Can use old overhead projector with transparency sheets (Alan has the machine, Rocio has transparencies) ○ When will we do trivia? In the AM when we are doing breakfast? <ul style="list-style-type: none"> ▪ We could send them through the email to get people excited ▪ When will we fit in the kahoot game? Wednesday Morning ○ Registration- include a question- what 80's theme sessions do you want to see? • Next Steps/ Deadlines: <ul style="list-style-type: none"> ○ Save the date: Weekly - February 25 - March 25 ○ When will registration open and close? April 1 - May 15 ○ Communicate final details to facilitators and teams in May 15 - May 28. •
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Finalize taco truck quote	• Alan	•
• Request quote from catering/cafeteria for coffee/tea service on Tuesday/Wednesday	• Rocio	•

<ul style="list-style-type: none"> Start arranging/reserving classrooms 	<ul style="list-style-type: none"> Jacqueline, Janue, Eva 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Send "save the date email" 	<ul style="list-style-type: none"> Todd 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Confirm workshop presenters/facilitators 	<ul style="list-style-type: none"> Rachel, Janue, Eva 	<ul style="list-style-type: none">

Agenda Item 3: Other PL for Classified

DISCUSSION	<ul style="list-style-type: none"> Book club- suggestions from Classified PLC, and Classified senate, send to classified DL for vote PL next Friday at City- Eva, Janue, Cloris are attending- they can report back what is learned Customer Service at Colleges workshops?
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> Solicit recommendations from various classified groups 	<ul style="list-style-type: none"> Eva 	<ul style="list-style-type: none">

Agenda Item 4: Round Table

DISCUSSION	<ul style="list-style-type: none"> Leanne is still available to help with coordinating items Round Table- Charlie- how to track points? <ul style="list-style-type: none"> Mario surprise box to deposit tickets in it- Alan will check on boxes Elizabeth- what about decorations? <ul style="list-style-type: none"> VHS tapes? Old movie posters? Posters of social movements in the 80s Let's think further about how to have 80s decorations
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> Investigate a collection method for points/tickets 	<ul style="list-style-type: none"> Alan 	<ul style="list-style-type: none">
<ul style="list-style-type: none"> Consider 80's decorations 	<ul style="list-style-type: none"> everyoned 	<ul style="list-style-type: none">

Agenda Item 5: Next Meeting/ Schedule for the rest of the year/adjournment

DISCUSSION	<ul style="list-style-type: none"> • Next Meeting <ul style="list-style-type: none"> ○ March 13, 12:45 pm – 2:15 pm, LOFT • Schedule for the rest of the year: <ul style="list-style-type: none"> ○ March 27, April 10, April 24, May 8, May 22, June 12 • Adjournment <ul style="list-style-type: none"> ○ Meeting adjourned at 2:05 PM
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ACTION ITEMS	PERSON	DEADLINE

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT