

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
February 10, 2015

Present: Arnulfo Cedillo, Melinda Downing, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter
Absent: Elmer Bugg, Marilyn Bull, Ahmad Mansur
Guests: Stefanie Harding

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:42 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add new funding application to item IV. The 12/04/14 meeting minutes were reviewed and approved.	M/S/P: Downing/Rubio/unanimous M/S/P: Downing/Trotter/unanimous (Cedillo abstained)
III. New Business	<p>Debriefing Spring 2015 Flex Day Program</p> <ul style="list-style-type: none"> • Downing noted that too many workshops were scheduled concurrently, limiting the choice for participants. • Park commented that the new faculty orientation program requires two hours, rather than the 1.5 hours that was allotted. • Rubio shared that many of her colleagues in Student Services could not participate, because offices and service desks remained open during flex days. Harding reported that special classified flex days have been scheduled for later in the spring semester to address this problem. • Cedillo and Trotter expressed the need for follow-up activities/events in order to sustain the dialogue about equity issues and, ultimately, to institutionalize change. • The incentives feature of the program was popular with participants, but will require better organization if implemented again in the future. • There was not enough food at the Friday luncheon, because non-participants helped themselves to servings. Cedillo suggested that future flex day luncheons should be planned as campus-wide social events to include those who don't participate in the professional development activities. • Susan May has uploaded event photos to the Merritt homepage, as well as the PDC webpage. <p>Merritt College Sabbaticals, 2015-2016</p> <ul style="list-style-type: none"> • 3.0 FTEs are allotted district-wide for 2015-2016. Merritt's share for 	

	<p>2015-2016 is 1.0 FTEF.</p> <ul style="list-style-type: none"> As BCC, COA, and Laney have all started their application processes with Board approval slated for May 2015, the Committee decided to move forward as well, instead of waiting until the next academic year. Trotter has updated the sabbatical manual created by Jason Holloway et al. last year, but the timeline still needs to be revised to correspond to the new PDC meeting schedule for Spring 2015. <p>Spring 2015 Chair Release Time & Staff Stipends</p> <ul style="list-style-type: none"> Trotter recommended an increase (to a total of .15 FTEF) in chair release time and staff stipends because of the additional work expected in Spring 2015 for sabbaticals. 	<p>Trotter will revise and distribute the manual for further review.</p> <p>This will be included as an agenda item for consideration at the next meeting.</p>
<p>IV. General Business</p>	<p>The following funding request was reviewed and approved:</p> <ul style="list-style-type: none"> Arnulfo Cedillo (administrator) – <i>Hispanic Serving Institution Summit</i> <p>Status of 2013-14 Carryover Fund Balance</p> <ul style="list-style-type: none"> The 2013-14 carryover professional development funds have not yet been posted to the college budget. Following discussion, the Committee decided that the issue of reimbursing professional development expenses that were charged to non-professional development budgets last fiscal year was not within its purview to resolve. <p>Budget Update</p> <ul style="list-style-type: none"> \$2,500 have been encumbered for National Equity Project follow-up activities, but not yet expended. The Fresh & Natural expense for flex day meals will be charged to 2013-14 carryover budget. The current balance of the 2014-15 budget is \$7,062.27. The \$9,360 in discretionary funds allocated for professional development has seemingly disappeared. <p>Pending Funding Application Requests</p> <ul style="list-style-type: none"> There has been a delay in the processing of Chriss Foster’s travel request because of a vendor issue in PROMT. <p>Fall 2014 Travel Forms, Part 2</p> <ul style="list-style-type: none"> Park’s expense claim is being processed. 	<p>M/S/P: Park/Downing/unanimous</p> <p>Harding, Rubio, & Trotter will follow-up with D. Del Rosario re: missing discretionary funds.</p>

	<p>Classified Leadership Institute (CLI) 2015</p> <ul style="list-style-type: none"> Harding reported that Classified Senators are planning to apply for funding to attend CLI in June 2015. The estimated total cost per person is \$900. 	
V. Spring 2015 Meeting Schedule	<p>The Committee agreed to change its meeting dates to the 2nd & 4th Tuesdays of each month. Scheduled meeting dates for Spring 2015 are:</p> <ul style="list-style-type: none"> February 10, 24 March 10, 24 April 14, 28 May 12 	
VI. February 24th Agenda Items	<p>The following items will be on the agenda for the February 24th meeting:</p> <ul style="list-style-type: none"> Chair release time and staff stipends for Spring 2015 Spring 2015 Flex Day Follow-Up/Professional Development Activities PDC Survey PDC 2014-15 Goal Check-in 	
VII. Other Items	None to report.	
VIII. Adjournment	The meeting was adjourned at 3:14 p.m.	

M/S/P = motion/second/pass