

MERRITT COLLEGE
Minutes of the Staff Development Committee
Sept. 18, 2014

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

AGENDA ITEM	SUMMARY OF DISCUSSION	FOLLOW-UP ACTION
I. CALL TO ORDER	The meeting was called to order at 10:00 a.m.	
II. APPROVAL OF AGENDA AND MEETING MINUTES	The following items were added to the agenda: Jennifer Shanoski's faculty book club Previous meeting minutes were not available	
III. Agenda	<p>1. Decide the amount of reassigned/release time for faculty chair and stipend for staff for help (minutes/travel request/book keeping etc.) for 2014-2015 Motion – Arnulfo Cedillo: For the fall 2014 semester we will maintain .1 FTE release and increase that amount for spring 2015 as demands of Chair job description warrant. Stipend for staff will remain at \$800.00. Second – Ahmad Mansur Passed</p> <p>2. Election of faculty chair for 2014-2015. Audrey Trotter accepted the position.</p> <p>3. Follow up/Debriefing of Fall Professional Development Days: August 14 & 15, 2014. Tae-Soon Park has the evaluations filled out by the participants at the sessions. Audrey Trotter will review them.</p> <p>4. Update for Travel expenses and budget balance Motion: Arnulfo Cedillo: Increase the maximum funding for travel expenses for faculty to \$1,000.00 but individuals can only access/apply for the funds once per academic year. Second – Tae-Soon Park Passed One abstention - Nghiem Thai</p>	<p>Discussion: The dispersal of our budget has not been determined. There is hesitation to increase the release time until that is completed. There is \$44,000 in the SDC pool right now plus anything the President might add. Most of the \$800 for the staff was not spent last spring 2014 semester.</p> <p>Thank you Audrey!!!</p> <p>Audrey Trotter will present a summary of the findings at the next meeting</p> <p>Discussion: Funds are distributed on a first come first served basis. A travel budget need to be decided on so we have a "cut off".</p>

