

**MERRITT COLLEGE**  
**Minutes of the Professional Development Committee Meeting**  
**October 2, 2014**

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Call to Order</b>	The meeting was called to order at 10:09 a.m.	
<b>II. Approval of Agenda &amp; Minutes</b>	The agenda was reviewed and approved as amended to move item III before the approval of the minutes. The 09/18/14 meeting minutes were reviewed and approved as amended.	M/S/P*: Park/Rubio/unanimous  M/S/P: Cedillo/Downing/unanimous
<b>III. Classified Support Staff Appointments &amp; Stipends</b>	Trotter proposed that classified staff support for committee business be divided into two roles for the Fall 2014 semester: <ul style="list-style-type: none"> <li>• Thai will be responsible for taking minutes and distributing meeting documents (\$300 stipend).</li> <li>• Rubio will be responsible for accounting/bookkeeping and processing paperwork (\$500 stipend).</li> </ul>	M/S/P: Park/Downing/unanimous  Thai will work with Susan May to create a PDC webpage for posting of approved agendas, minutes, and documents.
<b>IV. Review of Correspondence</b>	Trotter presented drafts of the professional development memorandum and application coversheet for review. <ul style="list-style-type: none"> <li>• She proposed changing the committee’s name to “Professional Development Committee” (PDC).</li> <li>• The memo and application coversheet were revised as follows: <ul style="list-style-type: none"> <li>○ Grammatical &amp; typographical errors were corrected.</li> <li>○ Funding request limits were modified to include the stipulation “per person per year”.</li> <li>○ Application process time frame was amended to <i>15 business days</i> for in-state travel requests and to <i>4-6 weeks</i> for out-of-state travel requests (per District BP 7400 Travel: “Out of state and international travel also require advance approval of the Board of Trustees.”).</li> <li>○ Room numbers were specified for PDC contacts.</li> </ul> </li> </ul>	Trotter will distribute the revised documents to the campus community ASAP. Trotter will submit agenda reports for out-of-state travel requests to Brenda Martinez for board approval (per District AP 7400 Travel Authorization: “Approved travel requests in excess of \$1,000, as well as all out of state travel , will be included in the ‘Background Materials’ as part of the Board of Trustees Meeting agenda.”).
<b>V. Travel Request Update</b>	Ray Chamberlain’s and Jennifer Shanoski’s travel requests should have been processed last year, but Harding advised the committee to check the status with Maria Perez. Tim Hackett’s travel request will be processed this year.	Rubio will follow up with Perez about the processing of Chamberlain’s & Shanoski’s travel forms.

<p><b>VI. Budget Update</b></p>	<p>Harding provided a budget update:</p> <table border="1" data-bbox="730 199 1367 597"> <tr> <td>2013/14 PFT Allocation</td> <td>\$24,000.00</td> </tr> <tr> <td>2014/15 PFT Allocation</td> <td>\$24,000.00</td> </tr> <tr> <td>2014/15 Discretionary</td> <td>\$9,360.00</td> </tr> <tr> <td>Sabbaticals (Fall 14/Spring 15)</td> <td>(\$8,000.00)</td> </tr> <tr> <td>Faculty Chair (2013/14)</td> <td>(\$1,662.00)</td> </tr> <tr> <td>Faculty Chair (2014/15)</td> <td>(\$3,691.00)</td> </tr> <tr> <td>Classified Overtime/Stipend</td> <td>(\$1,600.00)</td> </tr> <tr> <td>Fall Flex Day Food</td> <td>(\$3,437.00)</td> </tr> <tr> <td>Spring Flex Day Food</td> <td>(\$4,000.00)</td> </tr> <tr> <td>Jennifer Shanoski's Travel</td> <td>(\$370.00)</td> </tr> <tr> <td>Ray Chamberlain's Travel</td> <td>(\$392.00)</td> </tr> <tr> <td><b>TOTAL</b></td> <td>\$34,208.00</td> </tr> </table> <ul style="list-style-type: none"> <li>• None of the 2013-14 allocation (\$24,000) was encumbered last year.</li> <li>• An additional \$9,360 in discretionary funds was loaded into the budget for professional development on top of the 2014-15 allocation (\$24,000).</li> <li>• Reassigned/release time funding (\$1,662) for Jason Holloway for 2013-14 was charged to the Math Department and needs to be reimbursed.</li> <li>• Harding and Park proposed that the PDC offset the cost of the Fall 2014 flex day food (\$3,437) paid for by President by designating an equivalent amount for classified staff development opportunities.</li> </ul>	2013/14 PFT Allocation	\$24,000.00	2014/15 PFT Allocation	\$24,000.00	2014/15 Discretionary	\$9,360.00	Sabbaticals (Fall 14/Spring 15)	(\$8,000.00)	Faculty Chair (2013/14)	(\$1,662.00)	Faculty Chair (2014/15)	(\$3,691.00)	Classified Overtime/Stipend	(\$1,600.00)	Fall Flex Day Food	(\$3,437.00)	Spring Flex Day Food	(\$4,000.00)	Jennifer Shanoski's Travel	(\$370.00)	Ray Chamberlain's Travel	(\$392.00)	<b>TOTAL</b>	\$34,208.00	<p>Trotter will contact Dettie Del Rosario to ensure that 1) the 2013-14 carryover is loaded into accounting line 14 and 2) the 2014-15 allocation is loaded into accounting line 15.</p> <p>M/S/P: Cedillo/??/unanimous</p>
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<p><b>VII. Fall 2014 Flex Day Evaluation</b></p>	<p>A summary of evaluations was distributed and discussed briefly.</p>																									
<p><b>VIII. Spring 2015 Flex Day Theme</b></p>	<p>Trotter suggested having a keynote speaker, as well as an uplifting theme for the Spring 2015 flex days. While brainstorming, committee members suggested the following ideas:</p> <ul style="list-style-type: none"> <li>• Student success</li> <li>• Student mental health</li> <li>• Climate change <ul style="list-style-type: none"> <li>○ Leadership and trust</li> <li>○ Mindfulness – changing one's mindset by thinking outside of the box</li> <li>○ Bridging the gap among faculty, staff, and students</li> <li>○ Focus group with talk show format to create dialogue</li> </ul> </li> </ul>																									
<p><b>IX. Other Items</b></p>	<p>A District PDC meeting is scheduled for Friday, 10/03, at 10:00 a.m.</p>	<p>Trotter will attend.</p>																								
<p><b>X. Adjournment</b></p>	<p>The meeting was adjourned at 11:46 a.m.</p>																									

\* M/S/P = motion/second/pass