

**MERRITT COLLEGE**  
**Minutes of the Professional Development Committee Meeting**  
**April 16, 2015**

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Call to Order</b>	The meeting was called to order at 2:46 p.m.	
<b>II. Approval of Agenda &amp; Minutes</b>	The agenda was reviewed and approved.	M/S/P: Downing/Park/unanimous
	The 03/24/15 meeting minutes were reviewed and approved.	M/S/P: Downing/Rubio/unanimous
<b>III. Sabbatical Application Review</b>	<p>Only one application for a Spring 2016 sabbatical leave was submitted to the PDC by the April 7 deadline. The application did not pass step one of the sabbatical review, primarily due to lack of evidence of institutional support. A recommendation was made to invite the applicant to meet with the PDC Chair for feedback.</p> <p>The sabbatical application process will be reopened in August 2015 for a Spring 2016 professional development leave for faculty “to advance or modify their skill sets in order to serve the college in a greater capacity.”</p>	Trotter will invite the sole applicant to meet for feedback.
<b>IV. PD Funding Applications</b>	<p>The following professional development funding application was reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Nghiem Thai (faculty) – <i>American Library Association Annual Conference</i></li> </ul> <p>The following professional development funding applications are being processed:</p> <ul style="list-style-type: none"> <li>• Requisitions for advance payments have been initiated for classified senators to pay for lodging for the Classified Leadership Institute.</li> <li>• Eva Ng-Chin’s travel request is pending a manager’s signature.</li> <li>• Marilyn Varnado’s travel request is pending the approval of a vendor application.</li> </ul> <p>Jason Seals submitted an application for out-of-state travel after the last PDC meeting, but there was not enough time to obtain board approval prior to his travel date.</p>	M/S/P: Cedillo/Rubio/unanimous (Thai abstained)

<b>V. Budget &amp; Requisition Update</b>	<p>Invoices for Fresh &amp; Natural and the National Equity Project for Spring 2015 flex days have been paid.</p> <p>Payments totaling \$600 to Heather Casale, Brock Drazen, Melody Saechao, and Michael Concepcion for the classified professional development activity during spring break need to be processed. However, the Office of Risk Management will cover the cost for Lindy West's ergonomics workshop.</p>	
<b>VI. Flex Day Activities Follow-Up</b>	<p>In discussing potential follow-up activities to the Spring 2015 flex day presentations by the National Equity Project and Dr. Juan Carlos Arauz, committee members generally concurred that Merritt is not ready to engage in ambitious initiatives around the question of student equity. The conversation has just begun and needs to be continued. In addition, the administration, faculty, and staff must address their own issues with equity before they can work on behalf of the students. Cedillo commented that Kevin Powell generated the kind of dialogue that needs to occur during his campus presentations on April 14, 2015 and suggested that it might be better to partner with just one consultant, rather than many, on the issue of equity. Would it be possible to sponsor a one-year visiting fellow who would guide the College through this process?</p>	
<b>VII. Classified PD Workshop</b>	<p>The Classified Staff Exercise, Nutrition, and Ergonomics Workshop held on April 1 during spring break was a resounding success. Approximately 35 classified staff participated in the healthy lunch and activities. Evaluations of the workshop were overwhelmingly positive, with many requests for additional events on these topics.</p>	
<b>VIII. Next Meeting Agenda</b>	<ul style="list-style-type: none"> <li>• Justification, scope of work, and evaluation of impact for hiring Kevin Powell as a special consultant on equity</li> <li>• Campus-wide CPR and emergency preparedness training</li> </ul>	
<b>IX. Other Items</b>	<p>The next PDC meeting is scheduled for Tuesday, April 28, 1:30-3:00 p.m.</p>	
<b>X. Adjournment</b>	<p>The meeting was adjourned at 3:55 p.m.</p>	

M/S/P = motion/second/pass