

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
April 28, 2015

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:50 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add Kevin Powell under Other Items. The 04/16/15 meeting minutes were reviewed and approved.	M/S/P: Park/Downing/unanimous M/S/P: Downing/Bugg/unanimous (Bugg abstained)
III. General Business	No applications for professional development funding have been submitted since the last meeting. Budget Update FY 2014-15 expenses: \$24,967.42 FY 2014-15 balance: \$43,365.12 Status of Pending Travel Requests & Requisitions <ul style="list-style-type: none"> • Per Rubio, Dr. Juan Carlos Arauz has not yet been paid for his January flex day presentation, as the original invoice needs to be submitted for processing. • Marilyn Varnado's travel request is pending a budget transfer. • Requisitions for the registration fees and travel advances for staff attending the Classified Leadership Institute are pending. • Eva Ng-Chin's & Nghiem Thai's travel requests require the VPI's signature and requisitions. • Requisitions for the massage services of Michael Concepcion & Melody Saechao from the classified workshop have been initiated. • Timesheets for Rubio's & Thai's stipends have been submitted, but the accompanying justification letter needs to be revised. The chair for the 2015-16 academic year shall be elected at first meeting of the PDC in September 2015.	Rubio & Trotter will meet to review all current fiscal year expenditures for completion by final meeting on May 12. Rubio & Trotter will ask Dr. Del Rosario to move paperwork in Sadie Bradley's absence and to resolve outstanding budget issues (including the transfer of \$8,000 for sabbaticals) by April 30.

<p>IV. New Business</p>	<p>Fall 2015 Flex Days Planning</p> <ul style="list-style-type: none"> • Committee members agreed that additional summer meeting dates may be required to complete the planning process. • Park suggested workplace civility & conflict resolution (e.g., communication, “netiquette”, etc.) as a potential theme. • Trotter cautioned that the College’s response to accreditation findings should not be allowed to dominate professional development activities in the fall. • Ann Elliott addressed the need for continuous assessment/improvement and suggested two guest speakers: <ul style="list-style-type: none"> ○ David Marshall – Student learning assessment ○ Terry O’Banion – Learning college model • The importance of both classified staff and part-time faculty participation in professional development was stressed. • The Committee also discussed the possibility of conducting an off-campus college-wide retreat either during the August 2015 flex days or in October 2015. <p>“Walk-a-Mile-in-My-Shoes Day”</p> <ul style="list-style-type: none"> • Committee members expressed renewed interest in a job shadowing event, but no further details were discussed. 	
<p>V. Other Items</p>	<p>The next PDC meeting is scheduled for Tuesday, May 12, 1:30-3:00 p.m.</p>	
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 3:08 p.m.</p>	

M/S/P = motion/second/pass