

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
December 11, 2015

Present: Rachel Antrobus, Arnulfo Cedillo, Charity Clay, Jason Holloway, Tom Renbarger, Margie Rubio, Maria Spencer, Nghiem Thai, Tina Vasconcellos
Absent:
Guests: Rosemary Delia, Mia Kelly

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 11:11 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved. The November 20, 2015, meeting minutes were reviewed and approved.	M/S/P: Antrobus/Rubio/unanimous M/S/P: Antrobus/Vasconcellos/unanimous
III. General Business	<p>Budget Update</p> <ul style="list-style-type: none"> • Current balance = \$60,246.21 <p>The following new funding request was approved:</p> <ul style="list-style-type: none"> • Doris Hankins – Community College Entrepreneur Pathway Workshop; Fresno, CA; March 2-5, 2016; \$800 <p>Pending Transactions</p> <ul style="list-style-type: none"> • Monica Ambalal’s out-of-state travel has been approved by the Board and her expense claim is pending the submission of receipts. • Barbara Dimopoulos’ and Marty Zielke’s expense claims are pending the submission of receipts. • Timothy Hackett’s and Howard Jordan’s expense claims are being processed. • Daniel Lawson’s travel request is pending the Chancellor’s approval. <p>Rubio will initiate an ePAF for the Chair’s stipend for fall 2015.</p> <p>Chair Update</p> <ul style="list-style-type: none"> • Gisele Giorgi, Timothy Hackett, and Jennifer Shanoski submitted applications for sabbatical leave for AY 2016-17. 	M/S/P: Thai/Rubio/unanimous
IV. New Business	<p>The Committee agreed to change the meeting schedule for the spring 2016 semester to the 2nd & 4th Mondays of the month, 10:00 a.m.-12:00 p.m.</p> <p>The Committee approved the speaking fee of \$3,500 for keynote speaker</p>	<p>M/S/P: Holloway/Cedillo/unanimous (Vasconcellos abstained)</p> <p>M/S/P: Holloway//unanimous</p>

	<p>Darrick Smith.</p> <p>The Committee conditionally approved (pending quotes):</p> <ol style="list-style-type: none"> 1. Fresh & Natural to provide hot breakfast and cold lunch on Thursday, January 21, and continental breakfast on Friday, January 22 2. Marco Polo Catering to provide hot lunch on Friday, January 22. <p>Potential Spring 2016 Flex Day Activities</p> <ul style="list-style-type: none"> • Will the Chancellor deliver an address to College? • Concurrent workshops <ul style="list-style-type: none"> ○ Holloway received about 15 proposals, but some did not submit the workshop proposal form. Vasconcellos recommended approving only those workshops that align with the theme, saving the others for another occasion. ○ Proposals from Apigo, Cedillo, Hurd, Lawson, McCray, Renbarger, and Shanoski were approved. ○ Franeta, Hankins, Pantell, Price, Rivas will need to submit workshop proposal forms by Monday, December 14, to be considered. • New faculty orientation is traditionally conducted on Thursday afternoon, but Academic Senate President Rivas has not yet confirmed his commitment. • The Accreditation Follow-Up Report Core Team will present an interactive workshop facilitated by the administrative team. • The division deans will hold a joint division meeting on Friday afternoon. <p>Holloway will ask President if she can contribute gift cards for raffles.</p>	<p>Rubio will initiate ICC paperwork.</p> <p>M/S/P: Thai/Rubio/unanimous Cedillo will follow up with the vendors for quotes.</p>
<p>V. Other Items</p>	<p>A meeting to finalize the flex days program is scheduled for Tuesday, December 15, at 9:30 a.m.</p> <p>The Committee also agreed to meet on Wednesday, January 13, 11:00 a.m.-1:00 p.m., for final preparations before the flex days.</p> <p>The first official meeting of the spring 2016 semester is scheduled for Monday, February 8, 10:00-11:30 a.m.</p>	
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 1:02 p.m.</p>	

M/S/P = motion/second/pass