



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Sep 3, 2019, 1:00 – 2:30 PM, S-449

OBJECTIVES:

- ☞ Quick debrief Flex Aug. 16th
- ☞ Planning for the upcoming year (members, meeting dates, budget)

AGENDA:

1. Approval of Agenda
2. Minutes. Please review the minutes from Aug __th meeting.
3. Quick debrief Flex Aug. 16th
4. Status of New Faculty and Administrator to join the committee.
5. Set up of meeting times and calendar plan to prepare mid-semester Flex Day Oct 22nd Tuesday.

Budget update: BTR pending to have funds available (District board approval Sep10th) Available budget for this fiscal year. \$28,469; Classified PD funds \$ \$12,458; Possible Roll-over? ~\$9,000

▪ Allocation:

- Cover past expenses: Encumbered, Past Flex Day food and supplies _____
- Expenses upcoming 3 Flex Days until Spring 2020 _____
- Travel and conferences, cap per travel or conference and total of requests to be covered

- Summer conference reserve? _____
- Overtime and Chair _____
- Other expenses _____

6. Current travel requests: Monica Ambalal (Boston Oct. 31 \$1,476), Sun Young Ban (Milwaukee Nov. 14 \$850), Tim Hackett (Monterrey CA Oct. 21 \$921-931)

7. Other items

8. Adjournment

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and a global economy.