

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
February 24, 2015

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 1:36 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add chair reassigned time and staff stipends under "New Business". The 02/10/15 meeting minutes were reviewed and approved.	M/S/P: Bugg/Downing/unanimous M/S/P: Downing/Bull/unanimous
III. New Business	<p>Merritt College Sabbaticals, 2015-2016</p> <ul style="list-style-type: none"> • The final draft of the sabbatical manual, with a revised application timeline to reflect the PDC's new Spring 2015 meeting schedule and the deadline for Board of Trustees' approval, was reviewed and approved. • Tenured faculty employed at Merritt for at least six consecutive years may apply for sabbatical leave in either the Fall 2015 or Spring 2016 semester. • Although classified PDC members are not eligible to vote on sabbaticals, they may participate in the application review. • A sabbatical orientation will be held during the second half of the PDC's March 10th meeting, 2:00-2:45 p.m. <p>Chair Reassigned Time & Staff Stipends, Spring 2015</p> <ul style="list-style-type: none"> • A motion to increase the PDC chair reassigned time to .15 FTEF and staff stipends for Rubio/Thai to \$300/\$200 for the Spring 2015 semester due to additional work related to sabbaticals was discussed and approved. • VPI Bugg expressed concern about the additional cost of increased reassigned time and requested a rationale for the increase with "deliverables". 	<p>M/S/P: Bugg/Cedillo/unanimous Trotter will send an e-mail to Merritt faculty announcing the sabbatical application process. Thai will ask Susan May to post a news item about sabbaticals on the Merritt homepage.</p> <p>Trotter will develop and facilitate the orientation presentation.</p> <p>M/S/P: Cedillo/Downing/unanimous</p> <p>Trotter will write a justification with deliverables for the increased reassigned time and stipends.</p>
IV. General Business	The following professional development funding requests were reviewed and approved: <ul style="list-style-type: none"> • A motion to suspend the \$800 funding limit for classified staff due to the estimated cost (\$818) for classified senators to attend the Classified Leadership Institute was approved. 	M/S/P: Park/Rubio/unanimous

	<ul style="list-style-type: none"> • Tim Brice, Doris Hankins, Stefanie Harding, Ron Perez, Molly Sealund, Nghiem Thai, & Denise Woodward (staff) – <i>Classified Leadership Institute</i> • Marilyn Varnado (faculty) – <i>2nd National Women in Cybersecurity Conference</i> <p>Budget Update</p> <ul style="list-style-type: none"> • The 2013-14 carryover funds for professional development have been posted to the college budget, but the balance of the 2014-15 budgets remains unclear. <p>Merritt’s SurveyMonkey pro account is up for renewal at a cost of \$300/year. Trotter asked committee members to consider paying for the cost with professional development funds.</p> <p>Status of 2014-15 Goals</p> <ul style="list-style-type: none"> • None of the following three goals have been addressed thus far: <ul style="list-style-type: none"> ○ Solicit input from the campus community for college-wide professional development activities by December 1, 2014. ○ Identify an online platform (Merritt list serve) for the exchange of information and ideas among administrators, faculty, and staff by December for implementation by the January 2015 flex days. ○ Plan a college-wide August 2015 retreat, which will be finalized by May 2015. <p>Trotter reminded the committee of the need to follow up on the January 2015 flex day activities on equity.</p>	<p>M/S/P: Park/Cedillo/unanimous</p> <p>M/S/P: Cedillo/Thai/unanimous (pending confirmation of cost)</p> <p>Trotter, Rubio & Thai will meet with Dr. Del Rosario to determine the budget status.</p> <p>Trotter will call for vote by e-mail</p> <p>Trotter will ask Alexis Alexander to set up a list serve for sharing ideas and Q&A by 03/10.</p> <p>Trotter will schedule debriefing meetings with NEP & E3.</p>
V. Other Items	None to report.	
VI. Adjournment	The meeting was adjourned at 3:15 p.m.	

M/S/P = motion/second/pass