

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
October 16, 2014

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 10:09 a.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended to add funding application standardization to item VIII and committee goals to item X . The 10/02/14 meeting minutes were reviewed and approved.	M/S/P: Downing/Cedillo/unanimous M/S/P: Park/Cedillo/unanimous
III. Web Site	Thai has created a web site containing information about the committee's charge, membership, and meeting schedule; meeting agendas & minutes; and other relevant documents.	
IV. Budget Update	Rubio provided a budget update: <ul style="list-style-type: none"> • Of the \$24,000 FY 2014-15 allocation, \$1,596 has been transferred to pay for Alexis Alexander's and Carlos McLean's funding requests, leaving a balance of \$22,404. • As the President has not provided any funds this year for classified professional development, the \$3,437 that she paid for the Fall 2014 flex day food will be offset for the purpose of funding classified professional development activities. <p>Per Harding, the President was unaware that the committee had already designated funds for classified professional development, so she indicated that the \$9,360 of discretionary funds allocated this year for professional development should be used for classified activities. Trotter objected that the committee was not involved in this decision.</p>	Trotter will meet with the President and Business Manager to ascertain the status of the discretionary funds. Trotter met with D. Del Rosario to set up professional development budget.
V. Funding Applications	Application procedures were discussed and refined. Applicants are responsible for obtaining signatures of department chairs and division deans, but Rubio shall procure the signatures of the PDC chair, VPI/VPSS, and President. To expedite the processing of travel request forms, Rubio shall initiate budget transfers as soon as applications are received (prior to committee approval). <p>Prior electronic approval of the following applications for out-of-state travel (in order to make the Board of Trustee's October meeting agenda) was</p>	M/S/P: Park/Cedillo/unanimous

	<p>officially ratified:</p> <ul style="list-style-type: none"> • Alexis Alexander (faculty) – <i>WCET 26th Annual Meeting</i> • Carlos McClean (faculty) – <i>Anger Management Institute</i> <p>The following applications for in-state travel were reviewed and approved:</p> <ul style="list-style-type: none"> • Doris Brinkley-Hankins (classified) – <i>Community College Career Institute for African American Faculty, Staff, and Students</i> Downing questioned “career advancement” as an acceptable justification for a professional development activity with regard to its impact on students. Others expressed their opinions that the purpose of professional development encompasses individual growth as well as an employee’s contribution to the workplace, and , therefore, career advancement is a legitimate justification. It was noted, however, that educational activities for salary schedule advancement do not qualify for professional development funding. • Timothy Hackett (faculty) – <i>Internet Librarian Preconference Workshop</i> • Tae-Soon Park (faculty) – <i>California Mathematics Council Community Colleges 42nd Annual Conference</i> 	<p>M/S/P: Thai/Bull/unanimous</p> <p>M/S/P: Park/Downing/unanimous M/S/P: Downing/Rubio/1 abstention (Park)</p>
<p>VI. PFT Contract Responsibilities</p>	<p>Per the PFT contract, the PDC “is responsible for making advisory recommendations to the College President/designee regarding disbursement of all professional development funds for faculty” (Article 25). The contract stipulates that committee membership consists of three administrators and three faculty members. Merritt’s PDC, however, has elected to include three classified staff members as well to ensure equal participation and representation. While classified staff may not vote on faculty sabbatical and retraining leave recommendations, it is unclear whether they may vote on the disbursement of professional development funds negotiated by the PFT on behalf of faculty.</p>	<p>Park will contact the PFT for clarification on this question. Park asked but did not receive reply.</p>
<p>VII. PDC By-Laws</p>	<p>Trotter presented proposed revisions to the committee by-laws and requested additional input. Once finalized, the revised by-laws will be vetted through the appropriate shared governance committees, then presented to College Council for approval at its November meeting.</p>	<p>Trotter will bring the revised by-laws to the Academic Senate for review. Thai will bring the revised by-laws to the Classified Senate for review.</p>
<p>VIII. District PDC Meeting</p>	<p>Trotter reported on the October 3rd meeting.</p> <ul style="list-style-type: none"> • The Spring 2015 flex day schedule is as follows: <ul style="list-style-type: none"> ○ January 14, 2015 – District Flex Day ○ January 15-16, 2015 –College Flex Days • Per the PFT contract, salary schedule column advancement will only be granted during the first 4 weeks of the semester (Appendix A9). 	

	<ul style="list-style-type: none"> • AB 2558 <i>Community Colleges: Faculty and Staff Development</i> has been approved, but funding will not be available until FY 2015-16. • Tamika Brown, District Staff Development Officer, is drafting a standard funding application for all four colleges. 	
IX. Spring 2015 Flex Day Plans	Due to time constraints, Spring 2015 flex day planning was postponed until the next meeting, but Trotter did distribute a form for flex day workshop proposals.	Bull & Trotter will develop a short survey to gather ideas from the campus community. Bull & Trotter met and brainstormed.
X. Other Items	<p>For the purpose of accreditation, all shared governance and standing committees have been tasked to develop annual goals that align with those of the District and College in order to facilitate integrated planning and resource allocation. The committee decided to focus on the District's goals A, D, and E. The following goals were proposed:</p> <ul style="list-style-type: none"> • Develop a Merritt College faculty/staff/administrator knowledge management system built upon a dynamic, online platform. • Plan a college-wide retreat for the Fall 2015 flex days by April 2015. • Solicit input from the campus community for college-wide professional development activities. <p>The committee goals will be finalized and presented to the President after the November 6 meeting.</p>	Thai will email the proposed goals to committee members for review.
XI. Adjournment	The meeting was adjourned at 12:26 p.m.	

M/S/P = motion/second/pass