

**MERRITT COLLEGE**  
**Minutes of the Professional Development Committee Meeting**  
**November 6, 2014**

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

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
<b>I. Call to Order</b>	The meeting was called to order at 10:10 a.m.	
<b>II. Approval of Agenda &amp; Minutes</b>	<ul style="list-style-type: none"> <li>• The agenda was reviewed and approved as amended to add review of new funding request under item IV.</li> <li>• The 10/16/14 meeting minutes were reviewed and approved.</li> </ul>	<p>M/S/P: Park/Downing/unanimous</p> <p>M/S/P: Cedillo/Downing/unanimous</p>
<b>III. Budget Update</b>	<ul style="list-style-type: none"> <li>• Moving forward, the budget update report will be formatted to delineate certificated vs. classified allocations and expenses by fiscal year.</li> <li>• Rubio reported that budget transfers for Alexander, McLean, Hackett, Park, &amp; Hankins have been approved and that requisitions are pending.</li> <li>• In response to Cedillo's inquiry about funding for administrators and Harding's request for funding for a classified workshop and the Classified Leadership Institute in spring 2015, Trotter proposed that the discretionary allocation of \$9,360 be held in abeyance for such contingencies.</li> </ul>	
<b>IV. Funding Requests</b>	<p>The following application for in-state travel was reviewed and approved:</p> <ul style="list-style-type: none"> <li>• Daniel Lawson (faculty) – <i>California Mathematics Council Community Colleges 42<sup>nd</sup> Annual Conference</i></li> </ul>	M/S/P: Cedillo/Thai/unanimous
<b>V. By-Laws</b>	Thai reported that the Classified Senate unanimously approved the revised by-laws, but requested the opportunity to review the final draft before presentation to the College Council.	Trotter will present to the Academic Senate today and distribute the final draft for review.
<b>VI. 2014-15 Goals</b>	<p>The committee formulated the following goals for 2014-2015:</p> <ul style="list-style-type: none"> <li>• Goal B: Solicit input from the campus community for college-wide professional development activities by December 1, 2014.</li> <li>• Goal D: To identify an online platform (Merritt list serve) for the exchange of information and ideas among administrators, faculty, and staff by December for implementation by January 2015 flex days.</li> <li>• Goal E: Plan a college-wide August 2015 retreat, which will be finalized by May 2015.</li> </ul>	Thai will disseminate the proposed goals for review.

<p><b>VII. Survey</b></p>	<ul style="list-style-type: none"> <li>• Bull &amp; Trotter met to brainstorm about a survey to solicit input from the campus community about professional development activities, with the aim to encourage increased participation.</li> <li>• Suggested questions: <ul style="list-style-type: none"> <li>○ What is your employment status at Merritt? [Options to include administrator, F/T &amp; P/T faculty, and F/T &amp; P/T staff]</li> <li>○ Have you been involved in any Merritt professional development activities/events? (Check all that apply) [Options to include plan, facilitate, follow-up]</li> <li>○ Have you attended or participated in any campus-wide professional development activities/events?</li> <li>○ How often have you attended or participated in campus-wide professional development activities/events?</li> <li>○ What did you find useful about the professional development activity/event that you attended?</li> <li>○ What kinds of professional development activities, events, or workshops would you like to see offered? (Check all that apply) <ul style="list-style-type: none"> <li>▪ Career advancement</li> <li>▪ Interpersonal skills</li> <li>▪ Job/work shadowing</li> <li>▪ Leadership succession</li> <li>▪ Lifelong learning</li> <li>▪ Mentoring</li> <li>▪ New employee orientation and training</li> <li>▪ Peralta financial processes</li> <li>▪ Peralta operating procedures</li> </ul> </li> <li>○ What kinds of professional development topics would be of interest to you in general?</li> <li>○ What kinds of professional development workshops would be of interest to you on flex days?</li> <li>○ What kinds of social events would you like to see the PDC sponsor?</li> <li>○ What sorts of talents, experiences, or passions do you possess that you could share with the college community?</li> <li>○ What can the PDC do to increase your participation in professional development activities/events?</li> <li>○ What times would you prefer to have professional development activities/events? (Check all that apply) [Options to include time of the year, day of the week, and time of the day]</li> </ul> </li> </ul>	<p>On a side note, the committee discussed the possibility of sponsoring a work shadowing week at Merritt in March/April 2015 called “Walk-a-Mile-in-My-Shoes Week”.</p>
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<b>VIII. Spring 2015 Flex Day Plans</b>	<ul style="list-style-type: none"> <li>• Theme: “Equity: Better Together” as a broad umbrella concept to cover institutional change, student success, shared governance, etc.</li> <li>• Keynote speaker <ul style="list-style-type: none"> <li>○ Kevin Powell</li> <li>○ Juan Carlos Arauz (E3: Education, Excellence, &amp; Equity)</li> <li>○ National Equity Project</li> <li>○ Combined panel of all of the above?</li> </ul> </li> <li>• Schedule <ul style="list-style-type: none"> <li>○ Need to carefully balance administrative and professional development activities</li> <li>○ Division and department meetings on Friday afternoon?</li> <li>○ Dessert social to wrap up each day?</li> </ul> </li> <li>• Raffle as incentive for attendance and participation</li> </ul>	<p>The November 20<sup>th</sup> meeting agenda will focus on flex day planning with the aim of identifying a theme and establishing a schedule.</p> <p>Trotter will draft a schedule grid for the Thursday and Friday flex days.</p>
<b>IX. Other Items</b>	Rubio inquired about processing stipends for the committee chair, bookkeeper, and minute-taker.	Rubio will initiate e-PAFs for stipends for Trotter, Thai, and herself.
<b>X. Adjournment</b>	The meeting was adjourned at 12:09 p.m.	

M/S/P = motion/second/pass