## **MERRITT COLLEGE**

## Minutes of the Professional Development Committee Meeting September 10, 2015

**Present:** Arnulfo Cedillo, Tae-Soon Park, Margie Rubio, Nghiem Thai, Audrey Trotter

**Absent:** Maril Bull, Melinda Downing

	AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I.	Call to Order	The meeting was called to order at 1:20 p.m.	
II.	Approval of Agenda & Minutes	The agenda was reviewed and approved.	M/S/P: Park/Cedillo/unanimous
		Approval of the May 12, 2015, meeting minutes was postponed.	
III.	General Business	Funding Requests	M/S/P: Park/Cedillo/unanimous
		Howard Jordan – IACP Annual Conference, Chicago, October 24-27	
		Barbara Dimopoulos – Phi Theta Kappa Advisor Institute	
		Frances Moy – New Directors Training, Sacramento, September 16-18	
		(Funding limit for faculty shall remain \$1,000 per person per fiscal year.)	
		Pending Payment Requisitions	
		A change order to include taxes needs to be submitted for the open account PO for Fresh & Natural.	
		The requisition for Marco Polo Catering is pending approval.	
		The PO for David Marshall is pending a copy of the ICC paperwork.	
		Budget Update	
		<ul> <li>The total budget for FY 2015-16 is \$69,947.</li> </ul>	Trotter will follow up with Dr. Del
		Minus Fall 2015 flex day expenses of \$8,900, a balance of \$61,041 remains.	Rosario re: BTR for sabbaticals.
		<ul> <li>2015-16 Committee Appointments</li> <li>Two administrative appointments are needed to replace Bugg and</li> </ul>	Trotter will follow up with the
		Mansour.	President re: appointment requests
		• 2-3 faculty appointments are needed to replace Downing, Park, and (perhaps) Trotter. Trotter will remain, if the meeting time can be moved to Thursday, 12:00-1:30 p.m.	and notify Rivas & McCray re: faculty appointments.
		One classified staff appointment is needed to replace Bull.	
		Election of the 2015-16 PDC chair was postponed until committee appointments are confirmed.	

IV.	New Business	<ul> <li>Staff Support Stipends</li> <li>Trotter recommended an increase in the stipends due to the heavier workload (including during the summer).</li> <li>A total of \$1,500 was approved for:         <ul> <li>Rubio to continue serving as accountant/bookkeeper (\$800)</li> <li>Thai to continue serving as minute-taker/webmaster (\$700)</li> </ul> </li> <li>Fall 2015 Flex Day Review</li> <li>Workshop evaluation summaries were reviewed.</li> <li>Back-to-School Drive Update</li> <li>With over \$1,000 in donations, more than 50 backpacks were filled with</li> </ul>	M/S/P: Trotter/Park/unanimous Rubio will submit justification letters & OT timesheets. Rubio will provide the SSSP workshop evaluations to Thai.
		• With over \$1,000 in donations, more than 50 backpacks were filled with school supplies for distribution to OUSD schools (including ARISE, McClymmonds, and Oakland Tech).	
V.	Future Agenda Items	<ul> <li>2015-16 PDC funding request application</li> <li>2015-16 sabbatical handbook and application timeline</li> <li>2015-16 PDC goals</li> <li>PDC survey</li> <li>Spring 2016 flex day planning</li> </ul>	
VI.	Other Items	Due to Trotter's commitment to accreditation work this semester, the meeting schedule was changed to the second and fourth Thursday of the month, 12:00-1:30 p.m.  The next meeting is scheduled for Thursday, September 24, 2015, 12-1:30 p.m., in room L-137.	
VII.	Adjournment	The meeting was adjourned at 3:10 p.m.	

M/S/P = motion/second/pass