

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

Present: Charity Clay, Jason Holloway, Tom Renbarger, Margie Rubio, Maria Spencer, Nghiem Thai, Audrey Trotter
Absent: Arnulfo Cedillo
Guests: Jennifer Briffa, Stefanie Harding, Tae-Soon Park, Mario Rivas, Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 12:18 p.m.	
II. Approval of Agenda & Minutes	The agenda was reviewed and approved as amended. Approval of the May 12 and September 9, 2015, meeting minutes was postponed until the next meeting.	M/S/P: Thai/Renbarger/unanimous
III. General Business	<p>2015-16 Committee Appointments</p> <ul style="list-style-type: none"> • Administration <ul style="list-style-type: none"> ○ Arnulfo Cedillo ○ TBD ○ TBD • Faculty <ul style="list-style-type: none"> ○ Charity Clay (PFT) ○ Jason Holloway (Senate) ○ Tom Renbarger (Joint PFT-Senate) • Staff <ul style="list-style-type: none"> ○ Margie Rubio ○ Maria Spencer ○ Nghiem Thai <p>Election of 2015-16 PDC Chair</p> <ul style="list-style-type: none"> • Jason Holloway was elected chair for the 2015-16 academic year. • Per the PFT contract, the PDC chair at Merritt may be given up to 0.3 FTE reassigned/release time. A chair may also be compensated in the form of a stipend, if reassigned/release time would create an issue with overload. • Determination of chair release time/stipend was postponed until the next meeting. <p>New Fall 2015 Meeting Time</p> <ul style="list-style-type: none"> • 2nd & 4th Friday of the month, 11:00 a.m.-1:00 p.m. • Scheduled dates: October 9, October 23, November 13, (2nd November 	M/S/P: Thai/Renbarger/unanimous

	<p>date TBD), December 11</p> <p>Funding Requests</p> <ul style="list-style-type: none"> • Timothy Hackett – Internet Librarian Preconference, Monterey, October 25, 2015 <p>Pending Funding Requests</p> <ul style="list-style-type: none"> • Howard Jordan’s out-of-state travel form is pending Board approval on October 6th. • Barbara Dimopoulos’ & Frances Moy’s travel forms are pending the Chancellor’s approval and signature. <p>Pending Payment Requisitions</p> <ul style="list-style-type: none"> • David Marshall has been paid in full for his Fall 2015 flex day workshop. • Fresh & Natural has been paid for the Fall 2015 flex day meals, but not for the ice cream social. • Marco Polo Catering has not been paid for the Fall 2015 flex day lunch, as the voucher has not been issued for payment. • Heather Casale’s stipends for Spring 2015 classified workshops are being processed. <p>Budget Update</p> <ul style="list-style-type: none"> • \$8,000 for Isela Gonzalez-Santana’s and Siri Brown’s 2014-15 sabbaticals still need to be transferred to the Office of Instruction for adjunct faculty (object code 1351). <p>Classified Funding</p> <ul style="list-style-type: none"> • As there is no funding for classified professional development activities this fiscal year, Thai proposed that any carryover funds not part of the PFT contract allocation be designated for classified staff. • Another suggestion was to ask the President for funding from one-time state allocations. 	<p>M/S/P: Holloway/Rubio/unanimous</p> <p>Trotter will follow up with Business Service.</p> <p>Rubio will review the budget and segregate discretionary funding from the President.</p>
<p>IV. New Business</p>	<p>Transition of 2014-15 PDC files</p> <p>Fall 2015 PDC Survey</p> <ul style="list-style-type: none"> • The survey is ready to be released. <p>January 2016 Flex Day Planning – tabled</p>	<p>Trotter will turn over documentation to Holloway.</p> <p>Trotter will disseminate flex day evaluation summaries and the survey, and also announce the new committee membership and chair.</p>

	Kevin Powell – tabled	
	Book Club - tabled	
V. Future Agenda Items	Process for applying for PD project/activity Updating PDC documents and forms 2015-16 PDC goals	
VI. Other Items	The next PDC meeting is on Friday, October 9, 11:00 a.m.-1:00 p.m., in L-137.	
VII. Adjournment	The meeting was adjourned at 1:30 p.m.	

M/S/P = motion/second/pass