

MERRITT COLLEGE
Minutes of the Professional Development Committee Meeting
October 9, 2015

Present: Charity Clay, Jason Holloway, Tom Renbarger, Margie Rubio, Maria Spencer, Nghiem Thai
Absent: Arnulfo Cedillo, Tina Vasconcellos
Guests: Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW-UP
I. Call to Order	The meeting was called to order at 11:13 a.m.	
II. Approval of Agenda & Minutes	<p>The agenda was reviewed and approved as amended to include a budget update.</p> <p>The May 12, 2015, meeting minutes were reviewed and approved.</p> <p>The September 9, 2015, meeting minutes were reviewed and approved.</p> <p>The September 24, 2015, meeting minutes were reviewed and approved as amended.</p>	<p>M/S/P: Rubio/Thai/unanimous</p> <p>M/S/P: unanimous (Clay, Holloway, Renbarger, & Spencer abstained)</p> <p>M/S/P: unanimous (Holloway, Renbarger, & Spencer abstained)</p> <p>M/S/P: Renbarger/Holloway/unanimous</p>
III. General Business	<p>Budget Update</p> <ul style="list-style-type: none"> • The current budget balance is \$59,441. • \$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>Pending Funding Requests</p> <ul style="list-style-type: none"> • Howard Jordan's out-of-state travel was approved by the Board on 10/06/15. • Travel requests for Barbara Dimopoulos, Tim Hackett, and France Moy have been approved by the Chancellor. <p>Pending Transactions</p> <ul style="list-style-type: none"> • Marco Polo Catering has been paid in full for the Fall 2015 flex day lunch. • The requisition to pay Fresh & Natural for the ice cream social is pending approval. • A BTR and ePAF to pay Heather Casale's stipends for Spring 2015 classified workshops have been initiated, and the timesheets are pending the President's signature. 	<p>Holloway will follow up with Acting VPI Wise Allen.</p>

	<p>2015-16 PDC Chair</p> <ul style="list-style-type: none"> Per the PFT contract, the Merritt PDC chair may be assigned up to 0.3 FTE release time. The Committee approved 0.15 FTE release time for Holloway. The approximate cost is \$5,035 (0.15 FTE x 15 hours/week x \$63.94/hour x 35 weeks). All PDC document files have been transferred from the previous chair. Holloway needs access to the institutional SurveyMonkey account to administer the PDC survey. <p>The following funding request was reviewed and approved:</p> <ul style="list-style-type: none"> Marty Zielke – <i>WASC Educational Programs</i>; Oakland, CA; October 23, 2015 (\$280) <p>2015-16 PDC Goals</p> <ul style="list-style-type: none"> Approval of the 2015-16 goals was postponed until the next meeting, but the Committee did brainstorm potential endeavors such as: <ul style="list-style-type: none"> Campus safety flex day activity (e.g., active shooter response), possibly co-sponsored with the Health & Safety Committee Promoting faculty and staff involvement in more student-centered activities (e.g., club advising, mentoring, etc.) Inviting noted activists and scholars such as M.K. Asante, Rosa Clemente, Kevin Powell, and Laura Rendon to speak on campus 	<p>M/S/P: Thai/Rubio/unanimous</p> <p>Rubio will follow up with Jane Fong re: release time funding.</p> <p>Holloway will follow up with Audrey Trotter.</p> <p>M/S/P: Holloway/Clay/unanimous</p> <p>Spenser will research presenters.</p>
<p>IV. New Business</p>	<p>Classified Professional Development Funding 2015-16</p> <ul style="list-style-type: none"> The Committee approved earmarking \$5,988 of discretionary money (outside of PFT contract funding) carried over from FY 2014-15 for classified professional development activities. Ideally, classified staff should have a budget of about \$10,000 for professional development. As there is no consistent source of funding available, alternate sources such as one-time state allocations, SSSP, and Student Equity should be considered. The funding limit for classified staff shall remain at \$800 per person per fiscal year. <p>Spring 2016 Flex Days Planning Timeline (postponed)</p> <p>Administering PDC Survey</p> <p>Back-to-School Drive 2016</p> <ul style="list-style-type: none"> Rubio volunteered to help coordinate another drive for Fall 2016. 	<p>M/S/P: Holloway/Rubio/unanimous</p> <p>Holloway will request additional funding from the President.</p> <p>Holloway will obtain the draft survey from Audrey Trotter to distribute for review.</p>

	<ul style="list-style-type: none"> Clay suggested involving the entire campus community in this effort, so that it doesn't become the exclusive charge of the PDC. <p>Application for Special Project Funding</p> <ul style="list-style-type: none"> There is currently no established application process or form to request funding for collective professional development activities and events such as conducting workshops, hosting guest speakers, or providing training sessions for faculty and staff. 	<p>Thai volunteered to draft a proposal form for review.</p>
<p>V. Other Items</p>	<p>Campus Communication</p> <ul style="list-style-type: none"> One of the charges of the PDC is to "issue twice yearly to the College Community and the District Officer of Staff Development: on expenditures, funding priorities, procedures, deadlines, activities, schedules of meetings, attainment of goals, needs assessment, etc." The Committee discussed means of communicating with the campus. For time-sensitive or urgent news such as current committee membership and meeting schedule, funding availability and application, sabbaticals, and the forthcoming survey, the Chair shall send an email to Merritt-FAS ASAP at the beginning of the semester. For reporting committee goals, priorities, activities, expenditures, etc., the publication of a newsletter would be more appropriate. <p>Sabbatical Timeline</p> <ul style="list-style-type: none"> The Committee is behind the established timeline for sabbatical application and review. An informational workshop for faculty needs to be conducted and deadlines need to be determined soon. <p>The next meeting is on Friday, October 23, 2015, 11:00 a.m.-1:00 p.m., L-137.</p>	<p>Holloway shall email Merritt-FAS to announce funding applications, sabbaticals, and the PDC survey.</p>
<p>VI. Adjournment</p>	<p>The meeting was adjourned at 1:05 p.m.</p>	

M/S/P = motion/second/pass