

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room L137

Monday, February 8, 10:00-11:30 AM

Minutes

Present: Rachel Antrobus, Arnulfo Cedillo, Jason Holloway, Samantha Knappenberger, Tom Renbarger, Margie Rubio, Maria Spencer

Absent: Charity Clay

Guest: Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW UP
1. CALL TO ORDER	Holloway called meeting to order at 10:05 AM	
2. APPROVE AGENDA	Agenda was reviewed and approved	M/S/P: Antrobus/Rubio/unanimous
3. APPROVE MINUTES	Minutes for the 1/13/16 PDC meeting were reviewed and approved with the following addendum: Barbara Dimopolous received funding from another party, and does not require funding from the PDC at this time.	M/S/P: Holloway/Rubio/unanimous
4. GENERAL BUSINESS	<p>Budget Update</p> <ul style="list-style-type: none"> • Balance will be \$23,560.21 once all outstanding invoices/funding requests are resolved. <p>Outstanding Balances</p> <ul style="list-style-type: none"> • Darrick Smith (\$3500) as Flex Day keynote speaker <p>Mr. Smith submitted an incorrect invoice.</p> <ul style="list-style-type: none"> • Maritez Apigo (\$400) as Flex Day workshop facilitator • Workshop Proposals (\$200 apiece) <p>Requests by Marlene Hurd, Dan Lawson, Jennifer Shanoski, and Mario Rivas have been processed.</p> <ul style="list-style-type: none"> • Marco Polo Catering 	<p>Corrected invoice submitted and awaiting approval.</p> <p>Paid in full.</p> <p>Tom Renbarger and Arja McCray need to submit their requests to receive their workshop funding.</p> <p>Invoice signed, pending approval</p>

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	<ul style="list-style-type: none"> • Kim’s Catering • Dan Lawson and Monica Ambalal’s budget requests are pending approval • Dr. Lilia Chavez and Kay Fischer submitted funding requests <p>Kay Fischer’s request for \$982 was put to a vote.</p> <p>Dr. Chavez’s request required clarification as to the funding limit for requests by administrators, which was later determined to be \$1,000.</p> <p>Future funding of Flex Day workshops: There was general agreement that, based on the success of the Spring ’16 Flex Day, the PDC should continue to fund Flex Day workshop facilitators. There is still some room for optimizing how many workshops should be presented.</p>	<p>The Kims’ invoice was revised upwards by \$50 for extra sandwiches they supplied. They have been paid in full.</p> <p>M/S/P: Holloway/Cedillo/unanimous on Kay Fischer’s request, pending Board approval for a request for funding out-of-state travel.</p> <p>PDC will vote on Dr. Chavez’s request during 2/22/16 meeting.</p>
<p>5. OTHER ITEMS</p>	<p>Revisiting PDC goals</p> <ul style="list-style-type: none"> • The PDC accomplished its 2015-16 goals • In the future, can we develop a way to align professional development needs with program review? • How can we aggregate information from development requests? • Can aggregated data direct Flex Day offerings? • We should make funding requests more explicitly connected to SLO assessment and program review, perhaps by tweaking the application for funding requests. • New intake form for non-travel related requests? <p>The purview of PDC funding</p>	<p>The committee should develop guidelines for which requests are appropriate for PDC to consider.</p>

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	<ul style="list-style-type: none"> • Should the committee fund requests for purchasing textbooks, instructional technology, educational software, and the like? • Where, if anywhere, do we draw the line on funding requests? <p>Revise Flex Day workshop proposal form</p> <ul style="list-style-type: none"> • Fillable PDF form was glitchy <p>Can we bring Darrick Smith back for another event?</p> <ul style="list-style-type: none"> • For students? Faculty? • It can be difficult to find a good meeting time that will ensure decent student turnout 	
6. NEW BUSINESS	<p>Rosalinda Randall: Potential Flex Day speaker for student professional development</p> <ul style="list-style-type: none"> • Her presentation would be focused on helping students prepare for job interviews <p>Spring 2016 Communication</p> <ul style="list-style-type: none"> • Link to PDC website • Congratulating winners of faculty sabbaticals • Call for requests for Fall 2016 Flex Day workshops • Announce continuance of Flex Day workshop funding 	Holloway will distribute first draft to committee for review.
7. NEXT MEETING	<p>Meeting dates were set for the 2nd and 4th Monday of each month. Remaining meetings for Spring 2016 are tentatively scheduled for:</p> <ul style="list-style-type: none"> • February 22 • March 14 and 28 • April 11 and 25 • May 9 and 23 	
8. MEETING ADJOURNED	Meeting adjourned at 11:32 AM	

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