

**MERRITT COLLEGE  
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
Room L137  
Monday, February 22, 10:00-11:30 AM  
Minutes**

**Present:** Arnulfo Cedillo, Charity Clay, Jason Holloway, Samantha Knappenberger, Tom Renbarger, Margie Rubio, Maria Spencer

**Absent:** Rachel Antrobus

**Guest:** Nghiem Thai, Miriam Zamora-Kantor

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION/FOLLOW UP
<b>1. CALL TO ORDER</b>	Holloway called meeting to order at 10:05 AM	
<b>2. APPROVE AGENDA</b>	Agenda was reviewed and approved	Agenda approved without vote
<b>3. APPROVE MINUTES</b>	Minutes for the 1/13/16 PDC meeting were reviewed and approved (were there any addendum)?	M/S/P: Holloway/Renbarger/unanimous
<b>4. GENERAL BUSINESS</b>	<p>Outstanding Balances</p> <ul style="list-style-type: none"> <li>• Marco Polo payment in process</li> <li>• Doris Hankins payment in process</li> <li>• Kay Fischer's paperwork forwarded to Board for approval</li> <li>• Monica Ambalal payment pending budget transfer</li> </ul> <p>Flex Day workshop funding requests still needed from Arja McCray and Tom Renbarger</p> <p>Laura Forlin submitted an application for funding</p> <p>Dr. Chavez's request has no funds available due to her status as an administrator</p> <p>Survey Monkey account needs renewal (\$300)</p>	<p>Vote to approve, M/S/P: Holloway/Renbarger/unanimous</p> <p>Vote to renew, M/S/P: Holloway/Rubio/unanimous</p>

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<p><b>5. OTHER ITEMS</b></p>	<p>Lawrence Lee, Educational Leave</p> <ul style="list-style-type: none"> <li>• Wants to take 1 year education leave (2016-17 academic year)</li> <li>• Presently there is no form, but some sort of application is due by April 4</li> </ul> <p>District PDC Chair Meeting (Feb. 19, 2016)</p> <ul style="list-style-type: none"> <li>• Move 3<sup>rd</sup> Flex Day to middle of semester, starting in Spring 2017?</li> <li>• Committee decision needs to be submitted in writing</li> <li>• Professional development needs identified in program review may be compiled and reviewed by PD committees to better address college needs on Flex Day</li> <li>• Possible increase in PD funding of \$120,000 may be coming from the Chancellor</li> </ul> <p>Prioritization of PFT/PDC funds</p> <ul style="list-style-type: none"> <li>• Can classified staff funding limit be raised from \$800 to \$1000</li> <li>• President does not have additional funds for administrator professional development for remainder of the fiscal year</li> <li>• Should the committee publicize the various uses for PDC funding (instructional supplies, conference, tuition for relevant coursework)?</li> <li>• A limit for how frequently one can apply for PDC funds?</li> <li>• Should there be a higher limit for faculty group projects? (Needs to be decided at District level)</li> </ul>	<p>It was decided that the PDC should refer future applicants for non-sabbatical leave to the VPI and District HR</p> <p>Committee to mull proposal, vote on it during next meeting</p> <p>Committee should vote on this when next year's funding is approved</p> <p>No action taken</p> <p>No limit set, but first-time applicants should have priority, and recipients of funding should provide a brief report on how they spent their funds</p>
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	<p>Revise Flex Day workshop proposal form</p> <ul style="list-style-type: none"> <li>• Fillable PDF form was glitchy, need editable Word file</li> <li>• Should there be a separate form for requests which are not travel related?</li> </ul> <p>2017-18 Sabbatical Handbook revision: Berenise Herrera should be added as the President's point-of-contact for turning in proposals to the President's office</p>	<p>There should also be an optional field for PD funding requests on the proposal form</p>
<p><b>6. NEW BUSINESS</b></p>	<p>President wants a theme for Fall '16 Flex Day as soon as is feasible</p> <p>Spring 2016 Communication</p> <ul style="list-style-type: none"> <li>• Link to PDC website</li> <li>• Congratulating winners of faculty sabbaticals</li> <li>• Call for requests for Fall 2016 Flex Day workshops</li> <li>• Announce continuance of Flex Day workshop funding</li> </ul>	<p>Holloway has distributed first draft to committee for review.</p>
<p><b>7. NEXT MEETING</b></p>	<p>Meeting dates were set for the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month. Remaining meetings for Spring 2016 are tentatively scheduled for:</p> <ul style="list-style-type: none"> <li>• March 14 and 28</li> <li>• April 11 and 25</li> <li>• May 9 and 23</li> </ul>	
<p><b>8. MEETING ADJOURNED</b></p>	<p>Meeting adjourned at 11:32 AM</p>	