



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Dec 4, 2018, 9:00 – 10:30 AM, S-435

OBJECTIVES:

- Approving pending funding requests
- Planning of the Jan.18th Flex Day

AGENDA:

1. Approval of Agenda
2. Minutes. Before the meeting please review the last minutes that Tom uploaded in the Outlook group files.
3. Budget updates and approvals (Review of status of pending requisitions and /Travel, Funding Requests, Monica Ambalal, Heather Casale, Steve Pantel)
4. Planning Flex Day Friday Jan. 18th 2019
 - Voting on catering for Flex Day
 - Review of proposed workshops and presentations in Drafted schedule adding CurricuNet Training
 - Budget training workshops for classified
 - President Burns review of the Flex Day program
 - Discussion table topics and questions to be developed at the tables.
 - After-lunch forum about Equity.
5. Other items:
 - Started on updates for the PDC website and funding request procedures in collaboration with Susan May, need information about Sabbaticals Granted on 2017
6. Adjournment

The mission of Merritt College is to enhance the quality of life in the communities we serve by helping students to attain knowledge, master skills, and develop the appreciation, attitudes, and values needed to succeed and participate responsibly in a democratic society and a global economy.