



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Nov 20, 2018, 9:00 – 10:30 AM, S-435

- OBJECTIVES:**
- Approving pending funding requests
 - Reporting discussed procedures in Approvers Meeting
 - Planning of the Jan.18th Flex Day

AGENDA:

1. Approval of Agenda
2. Minutes. Before the meeting please review the last minutes that Tom sent by email.
3. Budget updates and approvals (Review of status of pending requisitions and /Travel, Funding Requests)
4. Report on meeting with PDC funds approvers that took place on Nov.13
 - Updates in PDC funds request form
 - Updates in procedures: Cover sheet tracking approvals for form 1 and 2
5. Planning Flex Day Friday Jan. 18th 2019
 - Catering for Flex Day
 - Proposed change in structure: Workshops in the morning
 - Approval of proposed workshops and presentations in Drafted table
 - Proposing more workshops for classified
6. Other items:
 - Plans to update website and funding request procedures
7. 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.