



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Oct 16, 2018, 9:00 – 10:30 AM, S-435

AGENDA:

1. Approval of Agenda
2. Approval of 10/9/18 Minutes
3. Budget Updates (Review pending /Travel, Funding Requests: Monica Ambalal)
4. Oct. 25, 2018 Flex Day (Updates of action items)
 - Morning schedule:
 - All sessions confirmed, ice breaker organization. Dr. Kitchen-Margie
 - Isela Santana to run a BSSOT parallel workshop in the morning.
 - Other possible parallel workshop to instruct Classified on new Purchasing and Requisition Policies. Ron Perez and District person.
 - Afternoon workshops: Define times with the confirmed workshops.
 - Assigned rooms for computer labs.
 - Review draft of program to be sent this week.
 - Tony Hampton recognition plaque, Dr. Kitchen was going to talk to President Burns, Tom to talk with Senate?
 - T-shirts updates, decoration for tables, gift cards.
 - ipads set up.
5. Other items:
 - Plans to update website and funding request procedures.
 - Sabbatical workshop to be run Thursday Oct. 18th from 2:30-4:30pm
6. Next meeting dates
 - One more meeting before Flex Day
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.