



MERRITT COLLEGE PROFESSIONAL DEVELOPMENT COMMITTEE MEETING

DATE AND PLACE: Tuesday, Sep 26, 2019, 12:00 – 1:30 PM, S-435

OBJECTIVES:

- ☞ Discuss budget planning
- ☞ Travel requests
- ☞ Planning for the upcoming mid-semester Flex Oct 22nd

AGENDA:

1. Approval of Agenda
2. Minutes. Please review the minutes from Sep 12th meetings.
3. Budget updates. Budget update: Available budget for this fiscal year: \$28,469; classified PD funds (under President's office \$12,450); pending roll-over ~\$9,000
 - Allocation:
 - Cover past expenses: Encumbered, Past Flex Day food and supplies _____
 - Expenses upcoming 3 Flex Days until Spring 2020 _____
 - Travel and conferences, cap per travel or conference and total of requests to be covered _____
 - Summer conference reserve? _____
 - Overtime and Chair _____
 - Other expenses _____
4. Notice of current travel requests: Monica Ambalal (Boston Oct. 31 \$1,476), Sun Young Ban (Milwaukee Nov. 14 \$850), Tim Hackett (Monterrey CA Oct. 21 \$921-931), Barbara Dimopoulos (Nevada, CA. Oct. 25 \$770.73)
5. Objectives for PDC 2019-2020
6. Initial draft of Flex Oct. 22nd
7. Other items
8. 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.