

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, January 23rd, 2020 9:00 –10:30 am

Minutes

Present: Maria Suarez, Jose A. Salceda, Jason Holloway, Frances Moy, Dr. Lilia Chavez, Maria Spencer

Absent: Margie Rubio, Soledad Leung

Guests: Scott Hoshida

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. Call To Order	<i>Meeting called at 9:07 am</i>	
2. Approve Agenda	<i>Agenda approved with no corrections needed.</i>	M/S/P- Frances Moy/Maria Spencer
3. Approve 01/09/20 Minutes	<i>Minutes approved with no corrections needed.</i>	M/S/P- Frances Moy/Maria Suarez
4. Flex Day from January 17th - Debrief and Evaluation	<p>Attendance = 106 (administrators, classified, full time faculty, part time faculty, students, and other).</p> <p>-Departments with high attendance included Biology (11), Student Services (9), Counseling (8), Math/English (7), and Business Technology (6).</p> <p>-Workshops with high attendance included Trauma Informed Systems (37), CurriQnet Training (8), AP Purchasing and Payable Processing (8).</p> <p>-Workshops with low attendance included Running Effective Meetings (3) and Student Accessibility Services (1).</p> <p>What worked well: Descriptions of activities in the program, student participation, well organized, raffle prizes, followed the schedule, and positive feedback on workshops.</p> <p>Things we can improve: Better instructions on using the QR codes, provide timelines/deadlines for accreditation standards, allow time during the Welcome for all constituents, and gather more feedback from workshops.</p>	
5. Budget Updates	<p>Budget Updates: Rollover funds = \$14,000. Maria is working on having the funds released from Fund 1.</p> <p>Travel Requests: No requests presented for approval.</p>	

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<p>6. Objectives for Spring 2020</p>	<p><i>-Continue to have a focus on mental health.</i> <i>-Kickstart a wellness campaign.</i> <i>-Ideas for mid-semester flex day: Trainings on Starfish, SAS resources, mental health, conflict resolution, cultural literacy, assessment, AP purchasing, running effective meetings, budgets, degree attainment, equity/diversity, 2nd language learners, CurriQnet, and stress management.</i></p>	<p><i>Mental health training scheduled for May 01.</i> <i>Wellness campaign: Jason will work on organizing a 5K run, Maria (Suarez) will work on planning a hike, Maria (Spencer) will confirm a meditation coach, and Frances will follow-up with a nutrition specialist.</i></p>
<p>7. Others</p>	<p>Next meeting scheduled for February 13th at 9:00 am.</p>	
<p>8. Adjournment</p>	<p>Meeting Adjourned 10:24 am</p>	

* M/S/P = Motioned/Seconded/Passed