

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, February 13th, 2020 9:00 –10:30 am

Minutes

Present: Maria Suarez, Jose A. Salceda, Jason Holloway, Frances Moy, Maria Spencer, Soledad Leung

Absent: Denise Woodward, Dr. Lilia Chavez

Guests: Scott Hoshida

| AGENDA ITEM | SUMMARY OF DISCUSSION | ACTION ITEMS/CONCLUSIONS |
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| 1. Call To Order | <i>Meeting called at 9:13 am.</i> | |
| 2. Approve Agenda | <i>Agenda approved with no corrections needed.</i> | M/S/P- Frances Moy/Soledad Leung |
| 3. Approve 01/23/20 Minutes | <i>Minutes approved with no corrections needed.</i> | M/S/P- Maria Suarez/Maria Spencer |
| 4. Budget Updates | <p>Budget Updates: Rollover funds = \$14,000. Maria is working on having the funds released from Fund 1 for PDC use.</p> <p>Money for Travel: \$3,290 available.</p> <p>Food for Flex Day: Covered.</p> <p>Travel Requests:</p> <ol style="list-style-type: none"> 1. Sun Young Ban – Request to attend the California Acceleration Project’s fourth annual conference. Request approved without objections for \$479.98. 2. Noel Fagerhaugh – Request to attend the California Acceleration Project’s fourth annual conference. Request approved (pending signatures) without objections for \$375.00. | <p>M/S/P – Frances Moy/Jose A. Salceda</p> <p>M/S/P – Maria Suarez/Maria Spencer</p> |
| 5. Flex Day March 19 th Tentative Schedule | <p><i>Theme: How do we bring our better selves every day?</i></p> <p>8:30 - 9:00 am Breakfast</p> <p>9:00 - 9:15 am Remarks by Acting President Johnson</p> <p>9:15 - 9:45 am Measure G Projects at Merritt College- Vice Chancellor Leigh Sata</p> <p>9:45 - 12:00 pm Accreditation Follow up and Working Groups- Organized by chairs and collaborators. Tom Renbarger, Dan Lawson, Tachetta Henry, Nghiem Thai, David Johnson, Nathan Pellegrin</p> <p>12:00 - 1 pm Lunch</p> | |

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| | <p><i>1:00 - 3:00 pm Trauma informed Systems: Vicarious Trauma, Toxic Stress and Self-Care- Brooke Briggance- FACES for the Future Coalition and Alameda County Behavioral Health</i></p> <p><i>2:00 - 3:00 pm Creating an Equitable Online Classroom Environment – Monica Ambalal</i></p> <p><i>2:00 - 3:00 pm How do I Track Positive Attendance for My Noncredit or COPED Classes? - Simon Chan</i></p> <p><i>3:00 - 4:00 pm Conflict Resolution- Maria Spencer</i></p> <p><i>3:00 - 4:00 pm Active Learning Strategies- John Rodriguez</i></p> <p><i>4:00 - 5:00 pm Time Management and Stress- Barbara Dimopoulos</i></p> <p><i>4:00 - 5:00 pm Connecting with Students- Lowell?</i></p> <p><i>4:00 - 5:00 pm Budget Training- Not confirmed.</i></p> | |
| <p>6. Other Items</p> | <p><i>Kickstart a wellness campaign. Tentatively scheduled for May 8th from 10:00-1:00 pm.</i></p> <p>Next meeting scheduled for February 27th at 9:00 am.</p> | <p>Action Items: Maria (Suarez) will reserve track and field. Maria (Spencer) will follow-up with the District about donating water bottles. Jason will follow-up on refreshments. Scott will follow-up with Human Resources about “swag”.</p> |
| <p>7. Adjournment</p> | <p>Meeting Adjourned at 10:23 am.</p> | |

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