

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, February 27th, 2020 9:00 –10:30 am

Minutes

Present: Maria Suarez, Jose A. Salceda, Jason Holloway, Maria Spencer, Soledad Leung, Dr. Lilia Chavez, Denise Woodward

Absent: Frances Moy

Guests: Scott Hoshida

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. Call To Order	<i>Meeting called at 9:10 am.</i>	
2. Approve Agenda	<i>Agenda approved with no corrections needed.</i>	M/S/P- Jason Holloway/Dr. Lilia Chavez
3. Approve 02/13/20 Minutes	<i>Minutes approved with corrections. Margie Rubio removed from the list of PDC committee members and Denise Woodward added.</i>	M/S/P- Maria Suarez/Jose A. Salceda
4. Flex Day March 19th 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 and ICC Student President Aziza Crowder</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 – 1:00 pm Lunch</p> <p>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</p> <p>2:00 - 3:00 pm Creating an Equitable Online Classroom Environment – Monica Ambalal</p> <p>2:00 - 3:00 pm How do I Track Positive Attendance for My Noncredit or COPED Classes? - Simon Chan</p> <p>3:00 - 4:00 pm Conflict Resolution- Maria Spencer</p> <p>3:00 - 4:00 pm Active Learning Strategies- John Rodriguez</p>	<p><i>Jason Holloway will follow-up with Vice Chancellor Leigh Sata to confirm the presentation.</i></p> <p><i>Lunch covered by the President’s Office.</i></p> <p><i>John Rodriguez will provide a new title for his workshop.</i></p>

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	<p><i>3:00 - 4:00 pm Budget Training- Not confirmed.</i></p> <p><i>4:00 - 5:00 pm Time Management and Stress- Barbara Dimopoulos</i></p> <p><i>4:00 - 5:00 pm Starfish 101: A Tool to Connect Better with Students – Courtney Brown</i></p>	<p><i>Dr. Chavez will follow-up to confirm a financial/budget specialist for the workshop.</i></p>
5. Wellness Event May 8th	<p><i>The wellness event will take place on May 8th from 10:00-1:00 pm. It will include a 5K run/walk and field activities. Maria Suarez has reserved the track.</i></p>	<p><i>Maria Spencer will follow-up with the District to have water bottles donated.</i></p> <p><i>Jason Holloway will follow-up with the President’s Office to secure funding for ribbons, stickers, water, fruit, energy bars.</i></p> <p><i>Maria Suarez will be follow-up with the Union for donations.</i></p>
6. Other Items	<p><i>Budget Updates:</i> <i>Rollover funds = \$14,000. Maria Suarez is working on having the funds released from Fund 1 for PDC use.</i></p> <p><i>OCR Training:</i> <i>Planned for Fall 2020.</i></p> <p>Next meeting scheduled for March 12th at 9:00 am.</p>	
7. Adjournment	<p>Meeting Adjourned at 10:25 am.</p>	

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