

**MERRITT COLLEGE
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, January 9th, 2020 2:30 –4:00 pm

Minutes

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

Absent: Margie Rubio

Guests: David Johnson, Tom Renbarger

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
1. Call To Order	<i>Meeting called at 2:46 pm</i>	
2. Approve Agenda	<i>Agenda approved with no corrections needed.</i>	M/S/P- Dr. Lilia Chavez/Frances Moy
3. Approve 11/14/19 Minutes	<i>Minutes approved with no corrections needed.</i>	M/S/P- Dr. Lilia Chavez/Maria Spencer
4. Flex Day January 17 th	<p>Theme: <i>Finding our strength and sense of belonging as a community.</i></p> <p>Agenda: 8:30-9:00 am Breakfast 9:00-9:30 am Welcome by Acting President Johnson 9:30-12:00 pm Accreditation Follow-up and Working Groups <i>Facilitated by Accreditation chairs and collaborators including David Johnson, Tom Renbarger, Dan Lawson, Tachetta Henry, Nghiem Thai.</i> 12:00-1:00 pm Lunch 1:00-3:00 pm Student Lounge Trauma Informed Systems: How the campus policies, procedures, interactions with students can become more healing <i>Facilitated by Brooke Briggance - FACES for the Future Coalition and Alameda County Behavioral Health.</i> 2:00-3:00 pm R-28 Student Accessibility Services (SAS): Upgrade your knowledge about disability rights, responsibilities, and resources <i>Facilitated by Frances Moy.</i> 2:00-3:00 pm S-449 Running Effective Meetings <i>Facilitated by Scott Hoshida.</i> 2:00-3:00 pm L-132 CurriQnet Training <i>Facilitated by Nghiem Thai.</i> 3:00-5:00 pm L-132 Purchasing and Payable Processing <i>Facilitated by Nick Shere and Seraphine Nzomo.</i></p>	<p>Breakfast will include a raffle. Welcome will include an update on new hires, retired faculty, and priorities for the upcoming semester. ICC President Aziza Crowder will provide updates. Accreditation Follow-up and Working Groups – Standards, laptops, poster board, and markers will be available. Lunch will include a raffle.</p>

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	<p>3:00-4:00 pm S Building Division Meetings: Division 1 in S-455, Division II in S-309, and Division III in S-309</p> <p>3:00-5:00 pm S-213 New Faculty Training Facilitated by Tom Renbarger.</p> <p>4:00-5:00 pm Department Meetings: Location arranged by chairs</p>	
5. Budget Updates and Travel Requests	Budget updates were not covered. Travel request for Beverly Brooks will be e-mailed to the committee for approval.	
6. Others	For the spring semester, PDC will meet every second and fourth Thursday of the month at 9:00 am.	
7. Adjournment	Meeting Adjourned 4:19 pm	

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