

**MERRITT COLLEGE  
PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**

Room S435

Thursday, November 14<sup>th</sup>, 2019 12:00 –1:30 pm

**Minutes**

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

**Absent:** Margie Rubio, Maria Spencer

**Guests:** Tom Renbarger, John Rodriguez, Nghiem Thai

AGENDA ITEM	SUMMARY OF DISCUSSION	ACTION ITEMS/CONCLUSIONS
<b>1. Call To Order</b>	<i>Meeting called at 12:18 pm</i>	
<b>2. Approve Agenda</b>	<i>Agenda approved with corrections. Item #3: Minutes are from September 26<sup>th</sup>. Item #6: Increasing the cap for travel to \$800.00. Item #6: Approving travel for Steve Pantell.</i>	M/S/P- Frances Moy/Dr. Lilia Chavez
<b>3. Approve 9/26/19 Minutes</b>	<i>Minutes Approved with no needed corrections</i>	M/S/P- Frances Moy/Jose A. Salceda
<b>4. Mid-semester Flex Day from October 22<sup>nd</sup> - Debrief and Evaluation</b>	<p><b>Attendance</b> = 103 (administrators, classified, full time faculty, part time faculty, students, and other).</p> <p><b>Recommendation:</b> Reach out to part time faculty (17 attended) in order to improve their participation in flex day.</p> <p><b>What worked well:</b> Stressing the importance of attending workshops, descriptions of activities in the program, focus on student success (forum), workshops provided an opportunity to work with other faculty and staff, good feedback on travel request presentation (good questions and concrete examples).</p> <p><b>Things we can improve:</b> Printouts of numbers and budgets (budget presentation), questions were not clearly answered (budget presentation), registration process (make it easier), additional AV support needed, revisit data collection for constructive feedback.</p>	
<b>5. Budget Updates</b>	<b>Budget Updates:</b> Possible rollover funds = \$13,000.	
<b>6. Travel Requests</b>	<i>\$800 proposed as a cap increase from \$700 for travel requests. Offset by the savings from the lunch paid for by the President's Office. Voted on and approved by PDC.</i>	M/S/P- Dr. Lilia Chavez/ Soledad Leung Objections: 0

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	<p><b>Travel requests:</b></p> <p>1. Steve Pantell – Request to attend the Statewide Articulation Officer Conference (CIAC). Request approved without objections for \$800.00</p>	<p>M/S/P- Frances Moy/Dr. Lilia Chavez Objections: 0</p>
<p><b>7. Flex Day January 17<sup>th</sup></b></p>	<p><b>Ideas for the next flex day:</b> Starfish presentation with informative videos; Student Accessibility Services (SAS) training on resources (process and procedures); trauma informed systems training (how the campus policies, procedures, and interactions with students can become more healing); mental health first aid training (assist in managing students who may be experiencing signs/symptoms of depression, anxiety, panic, suicidal ideation, psychosis, and substance use; conflict resolution; cultural literacy; assessment; staff training; curriculum review; facilitating effective meetings; budget trainings.</p> <p><b>Tentative agenda:</b>  <b>8:30-9:00 am</b> Breakfast  <b>9:00-9:30 am</b> Welcome by President Burns  <b>9:30-12:00 pm</b> Planning Summit  <b>12:00-1:00 pm</b> Lunch  <b>1:00-3:00 pm</b> Trauma Informed Systems  <b>2:00-3:00 pm</b> SAS Resources and Facilitating Effective Meetings  <b>3:00-4:00 pm</b> ICC Forms Training and Division Meetings  <b>3:00-5:00 pm</b> New Faculty Training  <b>4:00-5:00 pm</b> Department Meetings</p>	
<p><b>8. Others</b></p>	<p>Next meeting scheduled for December 12<sup>th</sup> at 12:00 pm.</p>	
<p><b>9. Adjournment</b></p>	<p>Meeting Adjourned 1:30 pm</p>	

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