

Meeting Minutes**October 7, 2021****8:30am – 9:30am****Regular Meeting****Zoom ID:** <https://cccconfer.zoom.us/j/99180358135>**MEMBERS:**

VOTING –			
X	Frances Moy (Chair Merritt PDC, SAS Coordinator)	X	Doris Hankins (Director of Student Activities and Campus Life)
X (8:54am)	Reeshemah Thornton (Dean of Enrollment Services)	X (8:54am)	Maria Spencer (Student Personal Services Specialist)
X	Jason Holloway (Division II Dean)		Denise Woodward (Division I Staff Assistant)
X	John Rodriguez (Recording Secretary, Biology Faculty, Guided Pathways Pillar 4 Lead)		
X	Sun Young Ban (Co-Chair of Math/Physical Sciences, Math Faculty)		
NON-VOTING –			

GUESTS: Veronica Castro

AGENDA ITEM	DISCUSSION	FOLLOW-UP ACTION
I. Call to Order	<ul style="list-style-type: none"> Meeting called to order at 8:35am Quorum established. 	
II. Adoption of Agenda	Doris Hankins moved to adopt the agenda. Seconded. Passed unanimously.	
III. Approval of Minutes	Jason Holloway moved to approve Meeting Minutes with correction of removing Lilia Chavez as a voting member of this committee. Seconded. Passed unanimously.	
IV. Action Items/ Presentations	<p>Determining the Stipend for the PDC Chair</p> <ul style="list-style-type: none"> Frances Moy moved to be the Chair of the Professional Development Committee (PDC), there will be no co-chair and the Chair would have a 0.3 FTEF stipend (non-instructional rate) for this 2021-2022 year. Seconded. Passed unanimously. <p>Approving Funds for Professional Development (PD)</p> <ul style="list-style-type: none"> Brad Balukjian applied for \$110 of PD funds to pay the conference registration fee to attend the National Association of Science Writers Annual Conference, which is online from September 28th to October 8th. Frances Moy moved to approve Brad Balukjian's request for \$110 to cover the conference fees for his National Association of Science Writers Conference. Seconded. Passed unanimously. 	

V. Standing Items	<p>Planning for Oct 20th Mid Semester Flex Day Activities</p> <ul style="list-style-type: none"> • Reeshemah Thornton and Maria Spencer arrived at 8:54 am. • Frances Moy dropped the call due to poor internet connection at 9:02am and returned at 9:06am. • Conference Call dropped at 9:11am and returned at 9:12am. All attendees back by 9:18am. 	
VI. New Business	<p>Sabbatical Leave Allocation for Merritt College</p> <ul style="list-style-type: none"> • Peralta Community College District has given Merritt College one sabbatical leave allocation. Last year there was five, so this year it will be more competitive. 	
VII. Old Business	None	
VIII. Announcements	<ul style="list-style-type: none"> • Maria Spencer announced that they are securing a date for counselors' partnership pre-preparation for spring on November 4th at 7:30am. The purpose would be to have a more institutionalized process/tool to on-board students. • Next PDC meeting will be October 21st at 8:30am. • Maria Spencer briefly shared the Center for Urban Education's (CUE's) racial equity tool website, found on www.cue-tools.usc.edu. They brought up to possibly have a speaker from CUE to present in January's Flex Day. • Reeshemah Thornton would like to present or introduce the idea of Merritt working towards becoming a "care/caring" campus during January Flex Day. • At the next meeting, we may be discussing PDC budget carry-over and how to spend some of this money. 	
IX. Adjournment	<ul style="list-style-type: none"> • Meeting adjourned at 9:27am. • Minutes submitted by John Rodriguez. 	