

Membership

Voting

Faculty

- John Rodriguez (Chair)
- Sun Young Ban
- Margarita Baez (Notetaker)

Administration

- Doris Hankins
- Chriss Foster
- Marie Amboy

Classified Staff

- Margie Rubio
- Marisol Roque-Chaves
- Nancy Moreno

Non-Voting

- Jamila Saleh (Bookkeeper)

Quorum

5 Voting Members

Professional Development Committee (PDC)

Agenda

Regular Meeting

November 17, 2022 9:00am-10:00am

<https://us06web.zoom.us/j/85415342861>

- I. Call to Order – *1 min.*
- II. Agenda Review, Changes and Adoption – *2 min.*
- III. Approval of Minutes from November 3rd meeting – *2 min.*
- IV. Action Items/Presentations – *40 min.*
 - Estimate number of attendees for Spring Flex Day (in person) (January 20th, 2023) in order to have sufficient, but not excessive, seats and food.
 - Confirm what we have left in the PDC budget that will be usable for Spring Flex Day catering/external speakers.
 - Discuss catering quotes from Fresh & Natural (breakfast) and Panera (lunch). Determine if the order (as is) would be satisfying to most attendees.
 - Approve up to \$3,300 to spend on Fresh & Natural catering service for Spring Flex Day (January 20th, 2023).
 - Approve up to \$2,400 to spend on Panera catering service for Spring Flex Day (January 20th, 2023).
 - Determine a time and date to hold a 50-minute dedicated Flex Day Planning Meeting.
- V. Standing Items – *0 min.*
 - None
- VI. Old Business – *10 min.*
 - Select raffle winners (one faculty and one staff) to receive \$10 gift card each for completing Flex Day feedback
 - Status update on Ronit's payment?
- VII. New Business – *5 min.*
 - Concrete plan for sabbatical reviews
- VIII. Announcements – *0 min.*
 - None
- IX. Adjournment – *1 min.*
 - Next meeting December 1st, 9:00am – 10:00am, same Zoom link.