

## 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

December 15, 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 December 1<sup>st</sup> meeting – *2 min.*
- IV. Action Items/Presentations – *40 min. on Flex Day, 15 min. on Sabbaticals*
  - Planning and organizing Spring Flex Day Schedule (in person) (January 20<sup>th</sup>, 2023)
    - Comments, questions, concerns about Flex Day Schedule so far?
    - Pinx requires a 50% deposit – can we use an administrator’s credit card or some other form of payment? (See emailed form)
    - Decide on breakfast catering option (continental vs. full breakfast)
    - Finalize order to Party Time of Hayward (decide on specific décor items).
    - Check-out final design of the custom T-shirts (Margie)
    - Looking for at least 2 volunteers to support Flex Day
    - If time: Registration Flyer and Survey feedback
    - If time: Ideas for soliciting donations for Flex Day feedback?
  - Determine our sabbatical recommendation(s) to President Johnson (deadline today).
- V. Standing Items – *0 min.*
  - None
- VI. Old Business – *0 min.*
  - None
- VII. New Business – *0 min.*
  - None
- VIII. Announcements – *0 min.*
  - None
- IX. Adjournment – *1 min.*

- Next meeting February 2<sup>nd</sup>, 9:00am – 10:00am, same Zoom link.