

## Membership

### Voting

#### Faculty

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

#### Administration

- Doris Hankins
- Chriss Foster
- Nghiem Thai

#### 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

April 20, 2023 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 March 16<sup>th</sup> meeting – *2 min.*
- IV. Action Items/Presentations – *45 min.*
  - Confirm who plans to stay on the PDC for next year (*2 minutes*)
  - Planning and organizing Fall Flex Day (August 18<sup>th</sup>, 2023) and Fall Midsemester Flex Day (October 18<sup>th</sup>, 2023) (*20 minutes*)
    - Take time during meeting to brainstorm further and walk through list of potential speakers list and/or discuss how can we hire external speakers for cheaper (online morning or afternoon?)
  - Allocate up to \$2500 for hiring Colin Harrison from Georgia Tech for one of the Fall Flex Days (1-2 online sessions)
  - Allocate up to \$3000 for breakfast for both Fall Flex Days (up to \$6000 total for breakfasts)
  - Allocate up to \$600 for cash advance to purchase breakfast items and lunch snacks for both Fall Flex Days (if possible)
  - Allocate up to \$3000 for lunch for both Fall Flex Days (up to \$6000 total for lunches)
- V. Old Business – *2 min.*
  - Finalize Taslima’s “Expense Report” for her travel last year, barriers? (*2 minutes*)
- VI. New Business – *2 min.*
  - Jamila: I need the following data for DAS report:
    - **Total Starting Budget:** How much in new funds? How much in roll-over funds?
    - **Total Expenditures.**
    - **Remaining Funds to Rollover to Next Year (2023-2024).**
- VII. Announcements – *5 min.*
  - Input on Report to DAS (including highlights, achievements, future goals) will be asked via email.
- VIII. Adjournment – *1 min.*
  - Next meeting May 4<sup>th</sup>, 9:00am – 10:00am, same Zoom link.