



Professional Development/Flexible Calendar Committee

Greetings,

Here is my report from the Professional Development/Flexible Calendar committee:

The updated Flex Cal Attendance Report was approved by the Academic Senate and submitted to VP Williams for distribution. VP Williams will share the form with instructional Deans and HR will forward the form to all faculty. Faculty are encouraged to submit the forms for flex compensation to meet the following deadlines from fiscal:

- November (pay period **Nov 1 - 30**):
 - All items: Absence, Timesheets, Flex, Office Hours, Student Learning (SLO), Sub reports, etc.... **due to Payroll by 10 am, Nov. 9**
 - Late submissions will be paid on the December payroll
 - Pay date is Nov. 30, 2018
- December (pay period **Dec 1 - 31**):
 - All items: Absences, Timesheets, Flex, Student Learning (SLO), Sub reports, etc... **due to Payroll by 10 am, Dec. 7**
 - Late submissions will be paid on the January 31, 2019 payroll
 - Pay date is **Dec. 21, 2018**

The PDFC committee is happy to announce its long-awaited website is finally live: http://solano.edu/professional_development/ This website includes information for on-campus events (including presentation materials *if available*), forms for travel requests and PD applications, as well as an FAQ sections. Check it out!

Please let me know if you have any questions.

Thanks,
Michelle Smith



Professional Development/Flexible Calendar Committee

Convocation Friday, January 11, 2019

8:00am – 8:50am	Breakfast
9:00am – 9:50am	MC Rachel Dwiggins-Beeler S/P Celia Esposito-Noy AS President LaNae Jaimez Distinguished Faculty Ed Re (~15-20mins)
9:50am – 10:00am	Break
10:00am – 10:50am	Rob Johnstone
11:00am – 11:50am	Student panel moderated by Rachel Dwiggins-Beeler and Rebecca LaCount
12:00pm – 1:00pm	Lunch
1:00pm – 1:50pm	Breakout session with Rob Johnstone
1:00pm – 1:50pm	Breakout session with student panel and moderators
2:00pm – 4:00pm	Area meetings