



**Professional Development/Flex Cal
Committee
September 8, 2016
2:15 pm – 3:00 pm**

Call to order	The meeting was called to order by Committee Chair LaNae Jaimez at 2:15 pm
Roll Call	<u>Present</u> LaNae Jaimez, Chair, Ingeborg Bourdon, Leslie Minor, Michelle Smith
Agenda approval	A motion to approve the agenda was moved, seconded and agenda was approved.
Approval of Minutes	No minutes to approve
Public Comments	No public comments
Information/Discussion Items	
6.1 Development of PDFC	
6.1.1 Purpose	Discussion regarding the role and purpose was held. The current members discussed the following ideas; sponsoring training/conferences for groups of people, creating a subcommittee to review faculty requests for funds, developing a FC plan to be overseen by the committee. Committee will research the role of PDFC committees at other CCCs. Plan is work on this as a committee.
6.1.2 composition	Co-chairs: Faculty member/Administrator 3 Faculty members 1 Adjunct faculty 1 Administrator/administrative-HR 1 CSEA -suggestion was made to check the Chancellor's office for recommendations regarding the composition of the committee
6.1.3 meeting time	Thursdays 2:30 – 3 faculty representatives will review faculty funding requests Thursdays from 3 – 4 full committee meeting Frequency TBD

6.1.4.1&2 funding
process & amount

Funding limit was not set

Faculty representatives will review request

- If approved administrators will be responsible for using/finding appropriate funding source (e.g., 3SP, Equity funds, other)
- Criteria will be developed
- VP Minor reported the S/P Esposito-Noy indicated
 - No out of Country trips will be funded
 - Out of State trips need S/P approval and Board informed
- Committee members suggested
 - Reputable organization is providing the training
 - Use of Chancellor's Guidelines
 - training be directly relevant to the discipline

Action Items

Announcements

Adjourn

Meeting was adjourned at 3:05

Next meeting 8/15/16