



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes**

September 7, 2017

Room 902

2:30 pm - 4:00

1. Call to order	Meeting was called to order by Co-Chair Jaimez at 2:40 PM.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">LaNae Jaimez, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Salvatore Abbate, CSEA -absent</td> <td>Ingeborg Bourdon, faculty</td> </tr> <tr> <td>Michelle Smith, faculty</td> <td>Faculty rep - open</td> </tr> <tr> <td colspan="2">Adjunct rep - open</td> </tr> </table>	LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair	Salvatore Abbate, CSEA -absent	Ingeborg Bourdon, faculty	Michelle Smith, faculty	Faculty rep - open	Adjunct rep - open	
LaNae Jaimez, Co-Chair	Dwayne Hunt, Co-Chair								
Salvatore Abbate, CSEA -absent	Ingeborg Bourdon, faculty								
Michelle Smith, faculty	Faculty rep - open								
Adjunct rep - open									
3. Agenda approval	Michelle Smith moved to approve the September 7, 2017 agenda, Co-Chair Hunt seconded the motion, motion carried.								
4. Approval of Minutes	Inga Bourdon moved to approve the August 24, 2017 minutes, Michelle Smith seconded the motion, motion carried.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Faculty funding requests (30 minutes max)</p> <p>6.1 Kevin Marks - denied</p> <p>6.2 Jeff Cardinal - approved</p> <p>6.3 Myra Kargbo - activity approved/travel request forwarded to S/P Esposito-Noy</p> <p>6.4 Svetlana Podkolzina – approved</p> <p>6.5 Other</p> <p>6.5.1 John Zimmerman - activity approved/travel request forwarded to S/P Esposito-Noy</p> <p>6.5.2 Sid Peterson – approved</p> <p>6.6. The committee discussed the need to revise the current rubric used to review requests for PD funds and to develop an additional rubric for subsequent (2nd, 3rd ...) requests per academic year. This item will be placed on the agenda.</p>								
7. Action Items, Including Items Removed From Consent	<p>7.1 <i>Faculty success workshops</i>- Michelle Smith moved to collaborate with the ASTC to develop and support FSW, Inga Bourdon seconded the motion, motion carried.</p> <p>7.2 <i>PDFC Goals and objectives for AY 2017 – 18</i> – Inga Bourdon moved to approve the PDFC Goals and Objectives for AY 17-18, Michelle Smith seconded the motion, motion carried.</p>								

8. Information/Discussion Items

8.1 Budget update A review of last year's final budget and an update of this year's budget was provided. LaNae reported back from her meeting with S/P Esposito-Noy that PD funds would be available for each academic year. The committee has requested that we have a written process regarding the continued financial support of PD. LaNae will address this in her next meeting with S/P Esposito-Noy.

8.2 Website update– Michelle reported that she will be meeting next week with the head of IT to request what PDFC wants/needs regarding the development of a website.

8.3 10/10/17 Flex planning update

8.3.1 review of final schedule – LaNae provided an update regarding the final schedule including lack of success in securing an outside speaker. The committee agreed to forgo an outside speaker due to the number of available flex events available on 10/10. There a few odds and ends that need to be finalized. The schedule will be sent out late next week.

8.3.2 sign-in/eval sheets – table to next meeting, 9/21/17.

8.3.3 faculty attendance sheet - table to next meeting, 9/21/17.

8.4 Special Events

8.4.1 Backpack full of cash <http://www.backpackfulofcash.com/host-a-screening2>. The committee discussed the option of hosting a viewing of the above documentary. The committee decided that it would prefer to pursue something more relevant to current events impacting our students. The committee will discuss other options at a future meeting.

8.5 PD place in New Learning Resource Lab update – LaNae reported that in her discussion with S/P Esposito-Noy it was determined that a space will be available for PD in the new LRL.

9. Announcements

10. Adjournment

All meetings will be held in 902 from 2:30 – 4 unless otherwise noted.

September 7, 2017

September 21, 2017

October 5, 2017

October 19, 2017

November 9, 2017

November 30, 2017

December 7, 2017