



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE**

**Minutes
February 1, 2018
Room 414
2:45PM - 4:00PM**

1. Call to order	M. Smith called the meeting to order at 2:47PM.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Salvatore Abbate, CSEA (absent)</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Maureen Powers, Adjunct (absent)</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty	Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct (absent)		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Salvatore Abbate, CSEA (absent)	Kitty Luce, Faculty								
Ingeborg Bourdon, Faculty	Maureen Powers, Adjunct (absent)								
	Jack Schouten, Faculty								
3. Agenda approval	D. Hunt motioned to approve the February 1, 2018 agenda; K. Luce seconded the motion; motion carried.								
4. Approval of Minutes	D. Hunt motioned to approve the January 18, 2018 minutes; J. Schouten seconded the motion; motion carried.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>Faculty</p> <p>6.1 Ginger Cain (approved)</p> <p>6.2 Amy Obegi (approved)</p> <p>6.3 Tonmar Johnson (approved)</p> <p>6.4 Atticus Frey (tabled)</p> <p>Staff</p> <p>6.5 NA</p>								
7. Action Items	No action items								
8. Information/Discussion Items	<p>8.1 <i>Staff PD funds process (Sal) tabled</i></p> <p>8.2 <i>Surveys from October & August 2017 flex (Sal) tabled</i></p> <p>8.3 <i>March 13-14, 2018 Flex Planning</i> – The committee was informed of Dr. Sabrena Turner-Odom as a possibility for fall convocation. The committee considered whether a keynote address or workshop is more appropriate. J. Schouten noted that recently released students may have difficulty finding support outside, suggesting a liaison on campus. The committee agreed that a keynote address would further enhance awareness of these issues and build upon previous discussions. D. Hunt had not yet received an update</p>								

from the Center for Organizational Responsibility and Advancement (CORA) regarding “Men of Color” training.

8.4 Pre-approved events and required trainings – I. Bourdon agreed to contact Human Resources to determine mandatory trainings. The committee continues to work to identify professional development opportunities appropriate for the campus community.

8.5 Flow Charts – Diagrams illustrating the flexible calendar and professional development funds processes, courtesy of Sheila Kaushal, were presented to the committee. Members agreed the colorful version better highlighted steps of the flexible calendar process. K. Luce suggested the professional development funds application process could better clarify items to be completed before and after event. Also, references to the rubric would benefit applicants.

9. Announcements

4CSD Annual Conference, March 14, 15 -16, 2017
Great Deans Regional Meeting, July 2018

10. Adjournment

Meeting was adjourned at 3:58.

All meetings will be held in 414 from 2:45PM – 4PM unless otherwise noted.

February 15

March 1

March 22

April 12

April 19

May 3

May 17