



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
ADOPTED MINUTES
November 1, 2018
Room 414
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:30 PM.								
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>Ingeborg Bourdon, Faculty</td> <td>Kitty Luce, Faculty</td> </tr> <tr> <td>Dani Gonzalez, CSEA rep (absent)</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td></td> <td>Jack Schouten, Faculty</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	Ingeborg Bourdon, Faculty	Kitty Luce, Faculty	Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty		Jack Schouten, Faculty
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
Ingeborg Bourdon, Faculty	Kitty Luce, Faculty								
Dani Gonzalez, CSEA rep (absent)	Maureen Powers, Adjunct Faculty								
	Jack Schouten, Faculty								
3. Agenda approval	M. Powers motioned to approve the November 1, 2018 agenda; K. Luce seconded the motion; motion carried.								
4. Approval of Minutes	I. Bourdon motioned to approve the October 18, 2018 minutes; J. Schouten seconded the motion; motion carried.								
5. Comments from the Public	No comments for this item								
6. Professional Development	<p>Funding requests reviewed(30 minutes max) Faculty</p> <p>6.1 Tracy Cohen (11F18) approved 6.2 Melissa Reeve (12F18) approved 6.3 Nicole Gentile (13F18) approved 6.4 Doreen Adams (14F18) approved</p>								
7. Action Items	No items in this section								
8. Information/Discussion Items	<p>8.1 <i>Calendar Committee Report</i> – The calendar committee agreed that, in the interest of time, no changes will be made to the 2019-2020 calendar. M. Smith reported that the calendar committee is considering potential professional development dates for the 2020-2021 calendar. The PD committee reviewed these potential dates to be discussed at the next calendar committee on November 8, 2018. M. Smith will deliver the suggestion of a utilizing a compressed calendar to the Calendar Committee.</p> <p>8.2 <i>Feedback on Flex Cal Attendance Report Form</i> – M. Smith made adjustments to the form including additional references to the “Guidelines for the Implementation of the Flexible Calendar” to ensure that everyone</p>								

is aware of the many activities that are flex eligible. She also provided sample forms in two versions: one for spring and one for fall. The Flex Cal Attendance Report Form has been forwarded to the AS committee for final review and approval during their next meeting on November 5, 2018.

8.3 *“Community within College” Project* – M. Smith suggested ballot boxes to collect feedback from faculty and staff. Ballot boxes have been ordered and should arrive soon for distribution throughout the college. The ballot boxes will be placed in the graphics center, faculty lounges, mailrooms, and other locations that are most accessible to staff and faculty.

J. Schouten suggested a coffee shop on campus. M. Powers described a student-run café that was successful at another district.

8.4 *Mandatory/Required Trainings from HR* – The PD Handbook will include a section on Mandatory/Required Trainings from HR. M. Smith requested a committee member to connect with HR to determine these trainings for employees. I. Bourdon agreed to take on this task.

9. Announcements

9.1 *Free Online FERPA Training* – FERPA training is available online and may be completed at any time. M. Smith will send the link to all the committee members.

9.2 *Stop the Bleed* – M. Smith asked committee members to post flyers at the centers. The event will be advertised on the campus TVs and possibly on SCC’s website and social media.

9.3 *Gratitude* – Thank you card was given to the committee from a faculty member that earned a professional development award.

10. Adjournment

Meeting adjourned 3:48 pm

All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.

November 15

December 6