



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 7, 2020
Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:34 PM.
2. Roll Call	Michelle Smith, Co-Chair Shirley Lewis, Co-Chair Ingeborg Bourdon Maureen Powers, Adjunct Faculty (absent) Dani Gonzalez (absent) Heather Watson-Perez, Faculty Nick Cittadino
3. Approval of Agenda	I. Bourdon motioned to approve the May 7, 2020 agenda; H. Watson-Perez seconded the motion; motion carried.
4. Approval of Minutes	H. Watson-Perez motioned to approve the April 2, 2020 minutes; I. Bourdon seconded the motion; motion carried.
5. Comments from the Public	No comments from the public.
6. Professional Development	No funding requests.
7. Action Items	No action items.
8. Information/Discussion Items	<p>8.1 <i>Committee Goals & Objectives for 2019-2020</i> – The committee reviewed the PDFC goals and objectives for 2019-2020 as presented to the Academic Senate on May 4, 2020. Committee members agreed that we accomplished much despite the ongoing situation.</p> <p>8.2 <i>Budget Report 2019-2020</i> – M. Smith presented a summary of the 2019-2020 budget to the committee. Members noted the substantial decrease in funds allocated for professional development events. This is in part due to the District limiting travel (out-of-state essential only) as well as event cancellations due to the pandemic. S. Lewis warned the general budget is expected to be reduced with subsequent cuts.</p> <p>8.3 <i>Committee Meetings 2020-2021</i> – M. Smith presented a draft schedule for 2020-2021 with meetings on the first and third Thursdays from 2:30-4:00pm. Fifth Thursdays may be scheduled for meetings as <i>necessary</i>. M. Smith stated the third Thursday in March 2021 falls on a flex day. The committee agreed to hold this meeting as an open session to gather feedback from faculty and staff.</p>

8.4 *Committee Membership 2020-2021* – Committee members serve for a two (2) year term on a rotating basis. I. Bourdon agreed to continue on the committee for another two-year term. Other members should notify M. Smith if they are unable to complete their terms with the committee.

8.5 *Fall Convocation: Mental Health & Wellness*

8.5.1 *Potential Keynote* – The committee discussed potential speakers for Fall convocation. While many of the speakers had enticing event titles and descriptions, it was difficult to make a selection without sample videos. H. Watson-Perez suggested focusing on local presenters given the current complications of travel. M. Smith will find videos of local potential speakers for the committee to consider at the next meeting.

8.5.2 *Other Ideas* – H. Watson-Perez proposed ASL faculty may be able to provide a session on accessibility. N. Cittadino requested an update on COVID-19. M. Smith will ask for Solano Biology faculty inclined to present or participate in a panel discussion.

8.6 *Remaining Meeting* – Committee members agreed to hold the final meeting of AY 2019-2020 on May 14. This meeting will focus on selection of a keynote speaker for convocation on Friday, August 14.

9. Announcements

9.1 *PD Rubric approved by Academic Senate* – The committee rejoices!

10. Adjournment

Meeting adjourned 3:38pm