



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
March 3, 2022
Room 2729 and Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:33pm.						
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kristin Conner, Co-Chair</td> <td style="width: 50%;">Michelle Smith, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Sheila Gorospe-Kaushal, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Sarah McKinnon, Faculty</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p>Guests: Haley Howells</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sheila Gorospe-Kaushal, CSEA rep	Nick Cittadino, Faculty	Sarah McKinnon, Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
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Nick Cittadino, Faculty	Sarah McKinnon, Faculty						
3. Agenda approval	<p>S. Gorospe-Kaushal motioned to approve the March 3, 2022 agenda; K. Conner seconded the motion; motion carried.</p> <p>Edits to the agenda after it was posted:</p> <ul style="list-style-type: none"> • Added – Item 7.1 (Resolution 3.3.2022 State of Emergency) • Added – Item 8.4 (Resolution 2.17.2022) 						
4. Approval of Minutes	S. McKinnon motioned to approve the February 17, 2022 minutes; K. Conner seconded the motion; S. Gorospe-Kaushal and S. McKinnon abstained; motion carried.						
5. Comments from the Public	There were no comments from the public.						
6. Professional Development	<p><i>Funding requests</i></p> <p>6.1 <i>A. Lawson</i> – Approved</p> <p>6.2 <i>M. Smith</i> – Approved</p>						
7. Action Items	<p><i>7.1 Resolution 3.3.2022 State of Emergency</i></p> <p>S Gorospe-Kaushal motioned to approve item 7.1; N. Cittadino seconded the motion; motion carried.</p>						
8. Information/Discussion Items	<p><i>8.1 Introductions</i> – Committee members gave introductions to welcome new members and guests. The committee is still looking for a part-time faculty representative. Interested people should contact Academic Senate president, LaNae Jaimez.</p>						

8.2 Professional Development System

8.2.1 Questions? Suggestions?

Positive Feedback:

- Emails with links are helpful.
- Instructions how to add Keenan training into the system are helpful. The goal is to eventually get Keenan training integrated into the system.

Areas that need Improvement:

- Convocation has not been marked as “Complete” so that people can still sign up. It will be closed on March 18th. Moving forward, this may be too long to have Convocation open without marking attendance.
- “Hovering” function in the system is not user-friendly.

8.3 Spring Professional Development

8.3.1 March 2022 – M. Smith uploaded and embedded the March 17th program onto the website. The committee agreed that this was a better option than the expandable tables previously used on the website. Zoom links have been removed from the web PDF. A suggestion was made to include information on how to sign up. Another suggestion was made to include a link that will take people to the system where they can check the status of their Flex hours.

8.3.2 PD Survey results – The survey received 52 responses. This is not a huge response rate, but still higher than past years. The committee reviewed the results, including the written comments/feedback. A summary of the official survey results will be sent out.

8.4 Resolution 2.17.2022

8.4.1 Feedback from Academic Senate – The resolution went to the Academic Senate and the following points resulted from that discussion:

- For part-time faculty, it was recommended to make the resolution wording clear that 10 hours can be applied to the time already granted per union negotiations, not “extra” hours.
- For full-time faculty, there were some comments about not putting a cap on the hours, however, the main concerns had to do with Administration deciding what can and cannot count as Flex.

The committee further discussed the 10-hour cap for Flex time. Pros and cons were presented and it was concluded that the difference between Flex time and “service” time is unclear. The faculty union contract needs to be taken into account. Further discussion is needed.

8.5 Fall Professional Development – tabled

8.6 PD Budget – tabled

9. Announcements

[Equity Recovery in Action](#) – Series of free workshops starting March 16, 2022

[Equity-Minded Professional Development](#) – A virtual event on March 4 from 9am-2pm

10. Adjournment

N. Cittadino motioned to adjourn the meeting.

M. Smith adjourned the meeting at 4:03pm.