



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES**

**December 1, 2022  
Zoom 952 3304 1902  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:34pm.						
<b>2. Roll Call</b>	<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>Andrew Wesley, PT Faculty</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Jason Edmonds, CSEA</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p><b>Absent:</b> Sarah McKinnon, Faculty</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Andrew Wesley, PT Faculty	Nick Cittadino, Faculty	Jason Edmonds, CSEA
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Andrew Wesley, PT Faculty						
Nick Cittadino, Faculty	Jason Edmonds, CSEA						
<b>3. Agenda approval</b>	K. Conner motioned to approve the December 1, 2022 agenda; A. Wesley seconded the motion; motion carried.						
<b>4. Approval of Minutes</b>	N. Cittadino motioned to approve the November 17, 2022 minutes; A. Wesley seconded the motion; motion carried; K. Conner and J. Edmonds abstained.						
<b>5. Comments from the Public</b>	A question was raised about the location of the “Center for Teaching & Learning”. The physical location is the training room in the new library. A coordinator position to develop and implement such a center will be announced soon. The goal of the space is to be inclusive of all employee groups, not only faculty. A proposed name for the space is “Center for Educational Excellence”.						
<b>6. Professional Development</b>	<b>Funding requests</b> There were no funding requests.						
<b>7. Action Items</b>	<b>7.1 Declaration of State of Emergency</b> K. Conner motioned to approve item 7.1; I. Bourdon seconded the motion; motion carried.						
<b>8. Information/Discussion Items</b>	<b>8.1 Professional Development System</b> <b>8.1.1 Questions? Suggestions?</b> Some people still need to mark attendance, but this will hopefully be completed very soon. It is important to have this done to meet the payroll deadline for adjunct faculty. In addition, deans will receive a report with the status of completed flex hours for full-time faculty.						

*8.2 Mid-Year Committee Evaluation* – M. Smith reviewed the committee goals that were established at the beginning of the year. The goals have been updated to reflect mid-year accomplishments. It was suggested to consider giving committee coordinators permissions in the system to have the ability to add, delete, etc. sessions.

*8.3 Spring 2023 Meetings & [California AB 2449](#)* – M. Smith gave a recap of the new requirements. The State of Emergency is expected to end on February 28, 2023. After this date, a quorum of members must meet in-person at a location within the district. It is possible to attend via teleconference, however, there must be “just cause” or “emergency circumstances”. Furthermore, a member cannot participate by only by teleconference for 3 consecutive months or 20 percent of the regular meetings (approximately 3.4 for AY2022-2023). M. Smith will explore how the new legislation relates to the Family Medical Leave Act.

The PDFC committee confirmed that they will continue to meet on the first and third Thursdays (2:30-4:00) to coincide with the Program Review committee. In addition, PDFC will continue to meet via Zoom until the state of emergency is lifted. The PDFC committee is required to follow Brown Act as it was established under the Academic Senate.

#### *8.4 Spring Professional Development Planning*

*8.4.1 January 2023 Draft* – An initial draft of the January 2023 program has been created. Some information is still being tracked down, i.e., Zoom links.

*8.4.2 Keynote Introduction* – Logistics are still being determined, but the planned keynote speaker is from Greater Good Science Center. The speaker was asked to focus their presentation on self-care. Anyone interested in introducing the keynote speaker should inform M. Smith.

#### *8.5 Professional Development Grant Application Process*

*8.5.1 Question #14 Clarification* – A new text was proposed to encourage applicants to submit their narrative/statements with more details. The new text specifically asks applicants to address items that they select in questions 15 and 16. It was also suggested to change the order of the questions: #15 and 16 first, followed by the prompt to upload a narrative.

*8.5.2 Application Deadline* – It was suggested to change the application deadline for funding requests. The current deadline does not always allow enough time to add applications to the agenda, especially if clarification is required from the applicants. The proposed new deadline is Thursday afternoons.

**9. Announcements**

*9.1 Accessibility Series: Accessibility Toolbox Treasures – December 8, 2022 at 1:00 PM*

*9.2 Cultural Competence – December 9, 2022 at 10:00 AM*

**10. Adjournment**

N. Cittadino motioned to adjourn the meeting;

A. Wesley seconded the motion.

M. Smith adjourned the meeting at 3:50pm