



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
April 6, 2023
Room 2728 or Zoom 913 0513 5137
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:41pm.								
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, FT Faculty rep</td> <td>Jason Edmonds, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, FT Faculty rep</td> <td>Sheila Kaushal, CSEA rep</td> </tr> <tr> <td>Andrew Wesley, PT Faculty rep</td> <td></td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, FT Faculty rep	Jason Edmonds, CSEA rep	Nick Cittadino, FT Faculty rep	Sheila Kaushal, CSEA rep	Andrew Wesley, PT Faculty rep	
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair								
Ingeborg Bourdon, FT Faculty rep	Jason Edmonds, CSEA rep								
Nick Cittadino, FT Faculty rep	Sheila Kaushal, CSEA rep								
Andrew Wesley, PT Faculty rep									
3. Agenda approval	N. Cittadino motioned to approve the April 6, 2023 agenda; A. Wesley seconded the motion; Motion passed with 4 votes in favor.								
4. Approval of Minutes	K. Conner motioned to approve the March 30, 2023 agenda; N. Cittadino seconded the motion; Motion passed with 2 votes in favor and 2 abstentions.								
5. Comments from the Public	There were no comments from the public.								
6. Professional Development	<p>Funding requests</p> <p>6.1 <i>Kristin Olson</i> – Approved</p>								
7. Action Items	<p>7.1 <i>Request by voting members of the PDFC Committee to participate remotely due to “Just Cause” or “Emergency Circumstances”.</i> Jason Edmonds requested to attend virtually due to “Emergency Circumstances”. Item 7.1 passed unanimously.</p>								
8. Information/Discussion Items	<p>8.1 <i>Professional Development System</i></p> <p>8.1.1 <i>Questions? Suggestions?</i> The addition of temporary employees to the system is creating error messages. IT claims that they cannot fix this.</p> <p>Some people were not able to see their completed hours due to an error in the report filters that has been fixed.</p> <p>8.2 <i>Funding for Required Trainings/Certifications</i> – M. Smith met with S/P Esposito-Noy to discuss this topic. Funding requests for required trainings should be covered by departments or divisions. The PD funding request form should not be used. The concern is that divisions and/or</p>								

departments may not have an allocated budget to cover these requests. In general, the goal is to use restricted funds before requesting PD funds. Deans may need to request budget augmentations.

8.3 Application Process Handout – Many people still do not understand the PD funding request process. Visual handouts explaining the process were created years ago and need to be updated. The goal is to create a very simple handout/flowchart that can be provided to applicants, deans, fiscal, etc. Other ideas include videos and other methods, such as the Academic Senate Hot Topics, union meetings, faculty resource site, flex days, etc. It was suggested to include information about the timeline for submitting funding requests.

8.4 Fall 2023 Convocation Planning

- I. Bourdon reached out to Dr. Jarek Janio regarding the possibility of being a keynote speaker. He seemed very interested and is open to speaking about AI (see [video](#)). M. Smith will propose to have Dr. Janio as a keynote speaker to S/P Esposito-Noy.
- Tech training for part-time faculty, i.e., phone usage, OWL for hybrid sessions, etc.
- Other tech topics, i.e., SharePoint Drive, Outlook, Google, Zoom features,
- New security & platform changes that are planned for the fall semester.
- Possible themes – AI, Tech
- Topic around Student Services/Basic needs
- Some of the “usual” topics, i.e., bird sessions, mindfulness
- Pickleball

Other Comments:

- In the past, we have had some overlapping sessions (i.e., counseling sessions at the same time). Sometimes this is unavoidable, but it should be considered when planning for Flex.

9. Announcements

9.1 Creating Inclusive Campus Environments for Asian American Native Hawaiian and Pacific Islander (AANHPI) Student Success | Wed, Apr 12, 2023, 12:00 PM - 1:30 PM PDT (Register [here](#))

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
A. Wesley seconded the motion.
M. Smith adjourned the meeting at 3:49pm.