



Professional Development Committee

Minutes

August 26th, 2019

2-3 p.m., Tower 801

Co-Chairs: Marla Leech (P) and Felipe Wilson (non-voting) (P)

Voting Members: Blanca Montes de Oca (P), Pak Ho (A), Marla Leech (P), Rupinder Bhatia (P), David Lee (A), Shawn Taylor (A), Kimberly Blackwell (P), Autumn Sullivan (P)

AGENDA ITEM	FACILITATOR(S)	DISCUSSION POINTS	RESULTS/FOLLOW-UP ACTIONS and RESPONSIBLE PARTY(IES)
Call to Order/Public Forum/Approval of Minutes	Leech/Wilson	Public discussion and approval of minutes/agenda	
Committee Membership updates and Introductions	Wilson	Committee will review changes to its membership from last year.	<p>The committee has a vacant position to be filled by the Classified Senate President.</p> <p>The committee is also losing Shawn Taylor and we will need another administrative appointment to be filled by the College President</p> <p>Karen Tellegen is our new bookkeeper and is interested in filling the vacant classified position. Once Pak returns we will discuss in more detail whether Karen would like to join the committee and serve as bookkeeper.</p>
State of the Budget	Leech/Wilson	Discussion of the budget for 2019-2020 and discussion of how to strategically use the money we have available.	<p>The budget for the school year is: \$44,304</p> <p>Anticipated amount to be spent on release time salary+benefits+bookkeeping: approximately \$31,000 (based off of last year's amount)</p> <p>Anticipated amount to be spend on food/drinks for the 3 remaining Flex days: \$3,000</p>

			<p>Leaving the committee, a maximum of \$9,000 for funding requests for the rest of the year (monies were approved in the last meeting of the spring semester and the amount totaled approximately \$1000).</p> <p>Based off these numbers, the committee unanimously agrees to approve no more than \$400 in funding requests. This is done to maximize the number of people that can be partially funded.</p> <p>Committee discussed that there are other sources of money that could be used to help fund requests (such as Equity, Strong Workforce, Non-credit). These sources of money should be investigated to see how faculty could obtain money from them.</p> <p>Follow-up:</p> <ul style="list-style-type: none"> • Committee chairs will confirm with Business Office the exact amounts for release time/benefits/bookkeeping • Committee chairs will also begin gathering information regarding other sources of money that could be used to fund requests.
PD Funding Requests	Leech/Wilson	Review and discussion of the funding requests we have received.	Beth Maher and Evelyn Lord's funding requests were discussed and the committee unanimously approved \$400 for each request.
Debrief of Flex Day	Leech/Wilson	Discussion of what worked and what could be improved for future Flex Days.	Tabled for next meeting.

Next Meeting: September 9th, 2-3pm