



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE**

**Minutes
March 1, 2018
Room 414
2:45 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:45PM.								
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Michelle Smith, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>CSEA rep - open</td> <td>Maureen Powers, Adjunct Faculty</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Jack Schouten, Faculty</td> </tr> <tr> <td>Kitty Luce, Faculty</td> <td>M. Wyly, Academic Senate President</td> </tr> </table>	Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair	CSEA rep - open	Maureen Powers, Adjunct Faculty	Ingeborg Bourdon, Faculty	Jack Schouten, Faculty	Kitty Luce, Faculty	M. Wyly, Academic Senate President
Michelle Smith, Co-Chair	Dwayne Hunt, Co-Chair								
CSEA rep - open	Maureen Powers, Adjunct Faculty								
Ingeborg Bourdon, Faculty	Jack Schouten, Faculty								
Kitty Luce, Faculty	M. Wyly, Academic Senate President								
3. Agenda approval	M. Powers motioned to approve the March 1, 2018 agenda; J. Schouten seconded the motion; motion carried.								
4. Approval of Minutes	D. Hunt motioned to approve the February 15, 2018 minutes; K. Luce seconded the motion; motion carried.								
5. Comments from the Public	NA								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>Faculty</p> <p>6.1 Atticus Frey (13S18) approved</p> <p>6.2 Atticus Frey (14S18) approved</p> <p>Staff</p> <p>NA</p>								
7. Action Items	<p>7.1 <i>Compassionate Skills Training</i> – D. Hunt motioned to approve support for the event on Tuesday, March 13, 2018; J. Schouten seconded the motion; motion carried.</p> <p>7.2 <i>On-Course I Workshop</i> – I. Bourdon motioned to approve support for the event on May 29-31, 2018; J. Schouten seconded the motion; motion carried.</p>								
8. Information/Discussion Items	8.1 <i>PDFC space in new LRC</i> – M. Wyly explained that previously submitted plans restricted overall size, shape, and location of the LRC building with a tight timeline to receive matching funds. The goal was to transform a space to accommodate for PD needs within given limitations. One question was how to provide a large venue for events while showing students our “academic work.” Two spaces are designated for PD: a larger, versatile area for speakers and bigger events plus a smaller, permanent area for PD staff offices and committee meetings. Exact sizes of the rooms								

are unavailable on the plans provided. The PD space is connected to a lounge with kitchen, allowing PD use of the area. (Library faculty/staff have a separate lounge.) I. Bourdon expressed concern that IT technically “owns” space designated for PD. M. Wyly indicated that it was a compromise that must stay in plans as it was part of the original plan submitted to the state. M. Powers asked about the inflow of students from the main entrance (next to PD space) during events. M. Wyly explained that traffic control is being considered in the planning process. I. Bourdon asked whether PD will have a repository of information available to employees. M. Wyly stated that it may be included in the furniture list as internals (e.g. outlets, lights, etc.) have yet to be determined.

8.2 *March 13-14, 2018 Flex draft agenda* – M. Smith presented a full flex program to the committee. I. Bourdon noticed the lack of breaks and K. Luce suggested building in break times. J. Schouten indicated that it will be difficult to choose among the many events. The committee expressed great interest in releasing the flex agenda sooner for better promotion.

8.3 *Update from Academic Senate* – K. Luce attended the Academic Senate meeting on Monday, February 26th to address questions regarding the additional wording for PD applications. The senate suggested adjusting the definition of year (from August-August to July 1-June 30) to coincide with fiscal year.

8.4 *Pre-approved events and required trainings list* – I. Bourdon has yet to hear back from HR Consultant, Mary Jones.

8.5 *Flow Charts* – K. Luce plans to revise the powerpoint and share via email.

9. Announcements

9.1 Growth Mindset for College Students 2018 open for registration

10. Adjournment

10.1 Meeting adjourned at 4:01PM

All meetings will be held in 414 from 2:45PM – 4PM unless otherwise noted.

March 22

April 12

April 19

May 3

May 17