



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes**

September 21, 2017

Room 902

2:30 pm - 4:00 pm

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|--|---|------------------------|-----------------------|------------------------|---------------------------|-------------------------|--------------------|--------------------|--|
| 1. Call to order | Meeting was called to order at 2:30 pm. | | | | | | | | |
| 2. Roll Call | <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">LaNae Jaimez, Co-Chair</td> <td style="width: 50%;">Dwayne Hunt, Co-Chair</td> </tr> <tr> <td>Salvatore Abbate, CSEA</td> <td>Ingeborg Bourdon, faculty</td> </tr> <tr> <td>Michelle Smith, faculty</td> <td>faculty rep - open</td> </tr> <tr> <td>Adjunct rep - open</td> <td></td> </tr> </table> | LaNae Jaimez, Co-Chair | Dwayne Hunt, Co-Chair | Salvatore Abbate, CSEA | Ingeborg Bourdon, faculty | Michelle Smith, faculty | faculty rep - open | Adjunct rep - open | |
| LaNae Jaimez, Co-Chair | Dwayne Hunt, Co-Chair | | | | | | | | |
| Salvatore Abbate, CSEA | Ingeborg Bourdon, faculty | | | | | | | | |
| Michelle Smith, faculty | faculty rep - open | | | | | | | | |
| Adjunct rep - open | | | | | | | | | |
| 3. Agenda approval | <i>Michelle Smith moved to approve the September 21, 2017 agenda, Sal Abbate seconded the motion, motion carried.</i> | | | | | | | | |
| 4. Approval of Minutes | <i>Sal Abbate moved to approve the September 7, 2017 minutes, Michelle Smith seconded the motion, motion carried.</i> | | | | | | | | |
| 5. Comments from the Public | 3 Minute Per Person. | | | | | | | | |
| 6. Professional Development | <p>Funding requests (30 minutes max)</p> <p>6.1 Faculty</p> <p>6.1.2 Librarians (approved)</p> <p>6.1.3 Nazia Mostafa (denied)</p> <p>6.2 Staff</p> <p>6.2.1 Janet Schwartz (approved)</p> <p>6.2.2 Patricia Young (approved)</p> <p>6.3 Other</p> | | | | | | | | |
| 7. Action Items, Including Items Removed From Consent | | | | | | | | | |
| 8. Information/Discussion Items | <p><i>8.1 Website update – Michelle reported that she met with the head of IT to discuss the website. He was very supportive and has ideas for the PDFC website from his previous place of employment. He has agreed to provide us with what we need to develop a website that will meet the needs of our committee.</i></p> <p><i>8.2 10/10/17 Flex update – Flex schedule is complete and will be sent out early next week.</i></p> | | | | | | | | |

- 8.2.1 sign-in/evaluation sheets- *Sal agreed to complete the sign-in/evaluation sheets. LaNae will see that they are delivered to rooms.*
- 8.2.2 faculty attendance sheet- *LaNae will check with HR to determine who will be creating the FAS.*
- 8.3 Review/update of PD funds rubric/application instructions – *The committee reviewed the application instructions and discussed a plan to update the rubric.*
- 8.4 Staff PD funds (process/budget) - *Sal reported that he has been working on forms for staff to use to apply for professional development funds. LaNae will send him the Word documents and Sal will continue to refine them.*
- 8.5 SSEIP proposal – *LaNae informed the committee that a proposal to fund a faculty coordinator for the PDFC committee. The proposal will be*

9 Announcements

4CSD Annual Conference, March 14, 15 -16, 2017 – the conference was announced to the committee and all agreed that someone from the committee should attend.

10. Adjournment

Meeting was adjourned at 3:50 PM.

All meetings will be held in 902 from 2:30 – 4 unless otherwise noted.

October 5, 2017

October 19, 2017

November 9, 2017

November 30, 2017

December 7, 2017