

Professional Development Committee MINUTES

September 22, 2015 (4th Tu)

Rom 611 3:30 pm – 5:00 pm

1. Call to Order

2. Roll Call: Charles Spillner (Math Science); Marion Cowee (Social and Behavioral Science); ~~Inge Bourdon (Health Occupations)~~; Ginger Cain (Health Occupations); Tracy Drake (Human Resources)

3. Approval of Agenda – September 22, 2015 APPROVED

4. Approval of Minutes – September 8, 2015 APPROVED

5. Comments from the Public (3 minute limit per person) NO COMMENTS

6. Action Items

- 6.1 Professional Development Funds Process and Notification to Faculty. Reviewed memo. OK. Reviewed PD Process Instructions. Tracy will find out if a **Leave Request Form** needs to be filled out.

7. Information/Discussion Items

- 7.1 Recruiting additional members.
- 7.2 Approval mechanism of PD Funds requests. Discussed process.
- 7.3 Evaluation of Fall 2015 PD Activities. Tracy will bring to next meeting and **Marion** suggested the committee will read and report back.
- 7.4 Additional Fall Flex Activities (Ginger Cain). Ginger scheduled a “workshop on understanding your paystub” on Thur Oct 8 in the afternoon from 3:30-5:00 with Hai-Yen. Suggest Room 611 and if turnout is too many will move to the Board Room. Ginger will reserve Room 611 with Laura Covento and confirm that moving to the Board Room is an option. In a later email Ginger cancelled this workshop and will **reschedule** at a later date. We need to have enough lead time to advertise this.

Tracy will look into a mid semester CALSTRS workshop. She has gotten a lot of questions.

- 7.5 Planning for Spring 2016 PD Activities (Added placeholders for the following.)
 - Add a perpetual ASC breakout starting Spring 2016.
 - Add SCFA breakfast on Jan 8 (?) required day.

8. Announcements - The next regular PD Committee meeting will be held on October 13 (2nd Tu) at 3:30 – 5:00 pm in Room 611.

9. Adjournment at 5:00