



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
Minutes**

**October 5, 2017
Room 902
2:30 pm - 4:00**

1. Call to order	LaNae called the meeting to order at 3:35 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	Michelle Smith moved to approve the October 5, 2017 agenda, Sal Abbate seconded the motion, motion carried.								
4. Approval of Minutes	Sal Abbate moved to approve the September 21, 2017 minutes, Michelle Smith seconded the motion, motion carried.								
5. Comments from the Public	3 Minute Per Person.								
6. Professional Development	<p>Funding requests (30 minutes max)</p> <p>Faculty</p> <p>6.1 Joe Conrad (approved)</p> <p>6.2 Susanna Gunther (approved)</p> <p>6.3 Other</p> <p>Staff</p>								
7. Action Items, Including Items Removed From Consent	7.1 Michelle motioned to approve the updated PD funds application/instructions, Sal Abbate second the motion, motion carried.								
8. Information/Discussion Items	8.1 Review/modification of Rubric – <i>The committee participated in extensive discussion and debate regarding an updated version of the rubric. The goal was to determine a fair and effective criteria that would allow the committee to show discretion regarding the priority for specific professional development events. An agreement to change the third criteria to a “2 point” or “0 point” rating with a 0 resulting in a denial of the request. The changes will be brought back for approval on 10/19/17.</i>								

**Information/Discussion
Items (cont.)**

8.2 10/10/17 Flex update – *LaNae informed the committee of the updated schedule for the 10/10 flex date. There were 2 cancelled events.*

8.2.1 faculty attendance sheet – *Will be completed by Melissa Pegg at the direction of VP Williams*

8.3 Staff PD funds (process update)- *Deferred to 11/9/17 meeting.*

8.3.1 Staff PD funds (budget update)- *The committee discussed the amount of PD funds to be made available for Staff PD budget. The amount was set at \$10,000.00 and will be put on the agenda for approval at the 10/19 meeting.*

8.4 PD funds checklist – *Committee reviewed the newly created checklist.*

8.5 OnCourse –*The committee discussed the possibility of inviting OnCourse to do a training on site. Dean Hunt will look at the options and report back at the 11/9/17 meeting.*

8.6 Survey –*State survey was to be completed but we missed the deadline.*

9. Announcements

10. Adjournment

*4CSD Annual Conference, March 14, 15 -16, 2017
Skyline PDFC committee*

Meeting was adjourned at 4:00 PM

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

October 19, 2017

November 9, 2017

November 30, 2017

December 7, 2017