



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
Minutes**

**November 9, 2017**

**Room 902**

**2:30 pm - 4:00**

<b>1. Call to order</b>	Meeting was called to order at 2:40 PM.								
<b>2. Roll Call</b>	<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									
<b>3. Agenda approval</b>	Michelle Smith motioned to approve the November 9, 2017 agenda, Inga Bourdon seconded the motion, motion carried.								
<b>4. Approval of Minutes</b>	Inga Bourdon motioned to approve the October 19, 2017 minutes, Michelle Smith seconded the motion, motion carried.								
<b>5. Comments from the Public</b>	3 Minute Per Person.								
<b>6. Professional Development</b>	<p><b>Funding requests</b> (30 minutes max)</p> <p><u>Faculty</u></p> <p>6.1.1 Scott Parish (13F17) - approved</p> <p>6.1.2 Vince Webster (14F17) – approved</p> <p>6.1.3 Alison Aubert (15F17) – deferred, TAF not signed</p> <p>6.1.4 Anne Niffenegger (17F17) - approved</p> <p>6.2 Other</p> <p>6.2.1 Darryl Allen (18F17) - approved</p> <p>6.2.2 Darryl Allen (19F17) - approved</p> <p>6.2.3 Christopher (20F17) – additional information requested</p> <p><u>Staff</u></p> <p>6.3 Patricia Young (16F17) – approved, pending out of state travel approval</p>								
<b>7. Action Items</b>	7.1								
<b>8. Information/Discussion Items</b>	8.1 LRC input from PDFC- <i>The committee discussed ideas for the space designated for PD in the new LRC. Michelle Smith agree to represent the PDFC Committee at the forum being held today (11/9) for the campus</i>								

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

community to provide their input regarding the design of the LRC.  
Below are the PDFC committee's suggestions/preferences,

- The Professional Development/Flex Cal (PDFC) committee is **very** interested in a flexible "smart" space for staff and faculty resources as well as events (e.g. seminars, training, workshops, etc.) plus office space for the coordinator and support staff; and
- The PDFC also indicated interest in access to a kitchen area (including a fridge, sink) within the building.

Other suggestions included:

- Durable, easy-care materials
- A "quiet" space for staff/faculty
- Sustainable features (e.g. natural light)
- Accessible roof with "green space" and/or PV panels
- Keeping as many of the mature trees (on new site) as possible

Replacing the 100 building site with green space including native/Mediterranean, water-wise plants

8.2 Academic Calendar (Michelle) – present the tentative 2019 -20 Academic Calendar for feedback. The committee discussed the number of Flexible Calendar days and recommended that we have 7 Flex days (2 required and 5 optional) rather than reducing to 5 Flex days (2 required and 3 optional).

8.3 OnCourse- (Dwayne) –deferred to 11/30/17 meeting

8.4 Staff PD funds (process update- Sal) – Sal Abbate informed the committee that staff leadership is actively working on the forms/process for staff to access PD funds. He will bring the forms and process forward to the committee when they are complete. The goal is to have the forms ready for use in Spring 2018. They are interested in having a staff professional development day. The new contract allows 20 hours of release time for staff professional development.

8.6 Surveys (spring 2017/august 2017) – Deferred to 11/30/17 due to time constraints.

8.7 1/11/18 Flex report (LaNae)- LaNae Jaimez informed the committee that the request for optional Flex activities are due 11/15/17 and a preliminary schedule will be presented on 11/30/17. Amie Gordon has agreed to be the Key Note Speaker for the Spring Convocation. She will present the science of positive emotion, why it's important and how to increase it in our lives.

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

8.8 Nutshell talks – *LaNae Jaimez reported that a call to present a Nutshell talk was sent to previous PD funds recipients. There have been responses to the request. The complete list of individuals interested in presenting Nutshell talks will be presented at the 11/30/17 meeting.*

8.9 PDFC reps – *The committee briefly discussed that possibility of adding additional committee members. There was discussion about adding a CTE representative and a counseling representative. They will continue this discussion at the 11/30/17 meeting due to time constraints.*

**9. Announcements**

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

**10. Adjournment**

*Meeting was adjourned at 4:05 PM*

**All meetings will be held in 902 from 2:30 – 4 unless otherwise noted.  
November 30, 2017  
December 7, 2017**