



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
December 6, 2018  
Room 414  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:35 PM.
<b>2. Roll Call</b>	Michelle Smith, Co-Chair Ingeborg Bourdon, Faculty Dani Gonzalez, CSEA rep Jack Schouten, Faculty (absent)
<b>3. Agenda approval</b>	Dwayne Hunt, Co-Chair (absent) Kitty Luce, Faculty Maureen Powers, Adjunct Faculty
<b>4. Approval of Minutes</b>	K. Luce motioned to approve the December 6, 2018 agenda; I. Bourdon seconded the motion; motion carried.
<b>5. Comments from the Public</b>	D. Gonzalez motioned to approve the November 29, 2018 minutes; I. Bourdon seconded the motion; motion carried.
<b>6. Professional Development</b>	No comments for this item
<b>7. Action Items</b>	<b>Funding requests reviewed</b> (30 minutes max) 6.1 Deanna Gann (19F18) <b>approved</b> 6.2 Chris McBride (20F18) <b>pending</b>
<b>8. Information/Discussion Items</b>	No items in this section
	8.1 <i>Mid-Year Committee Goals and Self-Assessment</i> – M. Smith provided the committee with updated goals and self-assessment mid-year report documenting the committee’s progress through the first half of the year.
	Committee members discussed updates to the Professional Development (PD) handbook, obtaining a permanent PD office location, and implementing a PD system that integrates with Banner. The PD website has been published and is accessible on the web.
	The PDFC goals and self-assessment will be updated with the committee’s recommendations for consideration at the January 17 meeting.
	8.2 <i>Spring 2019 Professional Development Events</i> 8.2.1 <i>Program-at-a-Glance (PAG)</i> – M. Smith requested feedback from the PD committee. PAG to be updated with the recommended changes.

8.2.2 *Community within the College* – M. Smith informed the committee that survey ballot boxes have been ordered and are expected to arrive soon. M. Pegg is to enhance the signage for the ballot boxes. As soon as the ballot boxes arrive, boxes are to be placed in designated areas to provide access for all staff.

8.2.3 *Mental Health Training* –To be provided on campus on March 13, 2019. K. Connor requested committee suggestions for additional training days. D. Gonzales and I. Bourdon recommended sessions during spring break, evening sessions, or a Saturday session to allow all staff and faculty access to this training. K. Luce suggested utilizing a survey to collect data that allows the committee to gauge the best time to host another session.

8.3 *Committee Meetings Spring 2019* – The committee will continue to meet on Thursdays at 2:30pm for the upcoming semester.

The committee discussed how flex is defined. D. Gonzalez requested clarification regarding what is and isn't eligible for flex compensation. Clear directions must be provided to all pertinent parties to process payments accurately and ensure compensation is correct.

8.4 *Guest Speaker(s) Rubric* – Discussions are moved to the next meeting on January 17, 2019.

**9. Announcements**

No items in this section

**10. Adjournment**

Meeting adjourned 3:50 pm

**All meetings will be held in 414 from 2:30PM – 4PM unless otherwise noted.**

- January 17**
- February 7**
- February 21**
- March 7**
- March 21**
- April 4**
- May 2**
- May 16**