



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
October 7, 2021
Zoom 922 5853 5798
2:30 PM – 4:00 PM**

- 1. Call to order** M. Smith called the meeting to order at 2:32pm.

K. Conner read the Land Acknowledgement Statement.
- 2. Roll Call**

Kristin Conner, Co-Chair	Michelle Smith, Co-Chair
Ingeborg Bourdon, Faculty	Janet Leary, CSEA Rep
Nick Cittadino, Faculty	Tasia Scott, Adjunct Faculty rep
Heather Watson-Perez, Faculty	

Christina Taliaferro, Administrative Assistant

Absent: Sheila Gorospe-Kaushal, CSEA Rep
- 3. Agenda approval** J. Leary motioned to approve the October 7, 2021 agenda;
T. Scott seconded the motion; motion carried.
- 4. Approval of Minutes** H. Watson-Perez motioned to approve the September 16, 2021 minutes;
K. Conner seconded the motion; motion carried.
- 5. Comments from the Public** No comments from the public.
- 6. Professional Development** No items in this section.
- 7. Action Items** 7.1 *Declaration of State of Emergency* – Governor Gavin Newsom signed an executive order to continue a teleconferencing format as long as a state of emergency is declared, in effect until January 1, 2024.
- 8. Information/Discussion Items** 8.1 *Introductions* – Members of the committee introduced themselves. New attendees included Tasia Scott, Adjunct Faculty Rep and Christina Taliaferro, Administrative Assistant.

8.2 *Fall 2021 Professional Development*

8.2.1 *Final Schedule and Program* – M. Smith provided an update on the upcoming Professional Development Day on October 12, 2021. Part-time faculty are not required to attend, although they do receive compensation. H. Watson-Perez pointed out that the process for faculty could be simplified. M. Smith mentioned that the new online system does not require paper forms, hopefully improving the process.

8.2.2 *Duration in Zoom – Tabled*

8.3 *Professional Development System* – M. Smith provided details about the new system. The new system facilitates tracking and reporting, but the data is still limited. For example, data in the “manager” column is missing. Provided these data, managers would be able to view flex/professional development hours for their faculty and staff. Any “optional” or external training still requires a separate form before it can be added to the system.

The committee discussed staff attendance at Professional Development Days. Questions were raised as to whether we offer enough sessions that are relevant and interesting to staff members. Professional development is currently not part of staff contracts, but it may be considered in the future.

8.3.1 *FAQs* – New FAQs are regularly being added by M. Smith. H. Watson-Perez suggested adding basic questions such as “What is FLEX?” as duplicates of the FAQs from the PDFC website to the new PD system. An email digest, with clickable links, is sent every Monday morning.

8.3.2 *Tutorial Videos* – M. Smith has been creating video tutorials, in addition to PDF instructions, that are only accessible to the Solano community.

8.3.3 *External Training Form* – Emphasis was added to indicate that funding requires a separate form, available on the PDFC website.

8.4 *Spring 2022 Professional Development*

8.4.1 *Keynote Speaker* – The first choice, Dr. Jonathan Rosa from Stanford, was not available. S/P Esposito-Noy invited Dr. Frank Harris III, who agreed to be our keynote speaker in Spring 2022.

8.4.2 *[Hollaback!](#) Bystander Training* – The committee discussed training options from this organization. M. Smith is meeting with a representative on October 18th to discuss offering some of their trainings on January or March Professional Development Days.

8.4.3 *Onboarding Videos* – M. Smith requested video ideas regarding common questions for HR and/or Payroll. These videos could be uploaded into the Professional Development system for future reference. Committee members made the following suggestions:

- How do I read my paycheck?
- How do I figure out the salary schedule?
- How do I pull my class roster?
- How do I email students?

M. Smith will inquire about the possibility of such videos. Other recommendations included benefits, social security, and the interview process. K. Conner may be able to help create some of these videos in the future.

8.4.4 *Other sessions?* Anyone interested in leading a session may submit the form on the Professional Development website (also available in Outlook).

9. Announcements

9.1 *Executive Order [9.20.21](#)* – Allows committees to continue to use teleconferencing to meet during a declared state of emergency until January 1, 2024.

9.2 *[Fall into Humanized Online Teaching: A Pathway to Equity](#) “Bearing Witness as an Act of Love” Dr. Mays Imad on October 8th*

10. Adjournment

N. Cittadino motioned to adjourn the meeting;
K. Conner seconded the motion; meeting adjourned at 4:00pm.

All meetings will be held on Zoom from 2:30pm to 4:00pm unless otherwise noted.

October 21

November 4

November 18

December 2