



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
April 7, 2022  
Zoom  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:38pm.
<b>2. Roll Call</b>	<p>Kristin Conner, Co-Chair                      Nick Cittadino, Faculty  Ingeborg Bourdon, Faculty                      Michelle Smith, Co-Chair</p> <p>Christina Taliaferro, Administrative Assistant</p> <p><b>Absent:</b>  Sheila Gorospe-Kaushal, CSEA rep  Shanan Danley, CSEA  Sarah McKinnon, Faculty</p>
<b>3. Agenda approval</b>	N. Cittadino motioned to approve the April 7, 2022 agenda; K. Conner seconded the motion; motion carried.
<b>4. Approval of Minutes</b>	K. Conner motioned to approve the March 17, 2022 minutes; Nick Cittadino seconded the motion; N. Cittadino abstained; motion carried.
<b>5. Comments from the Public</b>	There were no comments from the public.
<b>6. Professional Development</b>	<p><b>Funding requests</b></p> <p>6.1 <i>K. Olson</i> - Approved</p>
<b>7. Action Items</b>	There were no action items.
<b>8. Information/Discussion Items</b>	<p><b>8.1 Professional Development System</b></p> <p><b>8.1.1 Questions? Suggestions?</b> M. Smith will create an FAQ to help part-time faculty determine the number of hours that can be reimbursed. In addition, information will continue to be sent out to explain how to get credit for Keenan and Distance Education training.</p> <p><b>8.2 PD Budget</b> – The committee discussed the budget and how it has changed dramatically over the past few years. The peak was AY2017/2018 with spending of over \$35,000 for professional development. The committee is suggesting a budget of \$60,000 for AY2022/2023. This number is based on pre-Covid spending for professional development along with anticipated factors such as a renewed interest in traveling to</p>

conferences, training, etc., the need to resume networking, an increase in travel costs, as well as a need to earn flex hours which were previously covered with DE training. The suggested budget will be presented to VP Williams. Other funds may be allocated to professional development including a budget for classified staff (approximately \$30,000) and state funding for cultural competency. About \$25,000 will be allocated for the racial equity alliance, but the rest may be used for professional development. A question was raised about the budget for the new learning center which is unknown. Another question was raised about a budget for keynote speakers. This depends on the speaker and the topic. For example, an equity-related speaker would be covered under the equity budget. Other times, it may be appropriate to use the professional development budget for speakers.

### *8.3 Fall Professional Development*

*8.3.1 Hyflex with Brian J. Beatty* – Brian Beatty is available on the morning of Friday, August 12<sup>th</sup>. He offered a follow-up session that afternoon or at the October Day. After some discussion, the committee decided that it would be beneficial to have an introductory session on the morning of August 12<sup>th</sup> with an in-depth session that afternoon. If there is additional interest, he may be able to offer workshops in the future. He could also set up a training for the district which can be re-used for anyone with an interest.

*8.3.2 Cultural Competence* – Solano College is joining the USC Racial Equity Leadership Alliance. This “membership” which would allow participation in equity training through USC. M. Smith will investigate to get more information.

*8.3.3 Other* – Committee members are encouraged to share information about any training, workshops, etc. that they hear about.

Other ideas/suggestions for the fall include the following:

- Bird “Walk & Talk” around campus with Sarah Barsness
- Hiring of Work Study Students by Patrick Scott from Financial Aid office & Patricia Young from the Career Center – K. Conner will follow up
- Session related to Research and Planning – This may be best suited for spring, 2023 or later since this department will be bringing on new employees in the fall
- Timely MD - self-care and wellness awareness – K. Conner will follow up
- Library Tours and/or Land Acknowledgement with a representative from a tribal elder – N. Cittadino will follow up

The “Request to Present” form for Fall 2022 can be found on the professional development [website](#).

**9. Announcements**

9.1 [Center Survey](#)

**10. Adjournment**

N. Cittadino motioned to adjourn the meeting.

M. Smith adjourned the meeting at 3:55pm.