



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
May 5, 2022
Zoom
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:33pm.						
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kristin Conner, Co-Chair</td> <td style="width: 50%;">Michelle Smith, Co-Chair</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Sheila Gorospe-Kaushal, CSEA rep</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td></td> </tr> </table> <p>Absent: Shanan Danley, CSEA Sarah McKinnon, Faculty</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sheila Gorospe-Kaushal, CSEA rep	Nick Cittadino, Faculty	
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Sheila Gorospe-Kaushal, CSEA rep						
Nick Cittadino, Faculty							
3. Agenda approval	S. Gorospe-Kaushal motioned to approve the May 5, 2022 agenda; I. Bourdon seconded the motion; motion carried.						
4. Approval of Minutes	S. Gorospe-Kaushal motioned to approve the April 21, 2022 minutes; I. Bourdon seconded the motion; motion carried.						
5. Comments from the Public	There were no comments from the public.						
6. Professional Development	<p>Funding requests</p> <p>6.1 <i>L. Jaimez</i> – Approved 6.2 <i>M. Gotch-Posta</i> – Approved</p>						
7. Action Items	<p>7.1 <i>Resolution 5.05.2022 State of Emergency</i> – K. Conner motioned to approve item 7.1; S. Gorospe-Kaushal seconded the motion; motion carried.</p> <p>7.2 <i>Committee Goals & Self-Assessment</i> – Item 7.2 was approved by unanimous consent.</p>						
8. Information/Discussion Items	<p>8.1 <i>Professional Development System</i></p> <p>8.1.1 <i>Questions? Suggestions?</i> The May Flex report for PT faculty was sent to VP Williams then forwarded to payroll. The Flex report for FT faculty will be sent very soon. This report will include completed Flex hours as well as unmet Flex hours based on a 36-hour Flex requirement for AY2021-2022.</p>						

M. Smith may provide Division admins with permission to create their own sessions in the system. This would be a slow rollout that would include FAQs, training, etc.

One goal is to integrate Keenan trainings into the system so that the external training form would no longer be needed for these sessions. M. Smith plans to work with HR on this over the summer.

Dean Conner mentioned that some Deans are concerned about the lack of approval for the external training form. Due to technical limitations, supervisor approval is not possible at this time. However, it may be considered in the future.

8.2 Committee Meetings for 2022-2023

8.2.1 Calendar of Meetings – M. Smith shared the proposed PDFC meeting calendar for AY2022-2023.

8.2.2 Meeting Format – The committee discussed options for PDFC committee meetings, considering that the “state of emergency” is extended until January 2023. Committee members appreciate the flexibility of Zoom meetings, and many are unsure of their schedules in the fall. The committee decided to start the fall semester with Zoom meetings with the intention of making a long-term decision about meeting formats at that time.

8.3 Fall Professional Development – The survey is still open. The following sessions are confirmed:

- Representative from TimelyCare
- Representative from USC Equity Connect
- Birding Walk & Talk
- Library Tour

Friday includes a “HyFlex” session where people can choose to be on campus in the theater or watch the livestream. Lunch may be provided, and the faculty union would like to have an ice cream social outside.

The committee discussed a mental health first aid training on Tuesday or Wednesday in the first August week, or possibly in October so that staff members may also attend. Dean Conner will try to find a certified trainer to offer this training in the fall.

8.4 Center Survey Results – M. Smith shared the results of the survey. A meeting to discuss this project is scheduled for Wednesday, May 11th at 9:00am. It was apparent from the survey that some people were not clear that the space is intended for faculty and staff, not students. The committee agreed that students should not use the space because it was meant for faculty and staff. A taskforce will establish objectives and goals

as well as a job description for an employee who would eventually lead the center.

9. Announcements

9.1 Vision for Success Summit Modules

9.2 Courageous Leadership Modules

10. Adjournment

S. Gorospe-Kaushal motioned to adjourn the meeting.

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