



**PROFESSIONAL DEVELOPMENT/  
FLEX CAL COMMITTEE  
MINUTES  
May 19, 2022  
Zoom  
2:30 PM – 4:00 PM**

<b>1. Call to order</b>	M. Smith called the meeting to order at 2:34pm.						
<b>2. Roll Call</b>	<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>Sarah McKinnon, Faculty</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Sheila Gorospe-Kaushal, CSEA</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p><b>Absent:</b> Shanan Danley, CSEA</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty	Nick Cittadino, Faculty	Sheila Gorospe-Kaushal, CSEA
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty						
Nick Cittadino, Faculty	Sheila Gorospe-Kaushal, CSEA						
<b>3. Agenda approval</b>	K. Conner motioned to approve the May 19, 2022 agenda; S. McKinnon seconded the motion; motion carried.						
<b>4. Approval of Minutes</b>	I. Bourdon motioned to approve the May 5, 2022 minutes; K. Conner seconded the motion; motion carried with 4 ayes and 1 abstention.						
<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 B. Preciado – Approved</p> <p>6.2 S. Smith – Approved</p>						
<b>7. Action Items</b>	<p>7.1 <i>Committee Meetings for 2022-2023</i></p> <p>N. Cittadino motioned to approve item 7.1; K. Conner seconded the motion; motion carried.</p>						
<b>8. Information/Discussion Items</b>	<p>8.1 <i>Professional Development System</i></p> <p>8.1.1 <i>Questions? Suggestions?</i></p> <ul style="list-style-type: none"> <li>• The script generated by IT pulled workload data from the fall semester instead of spring. This resulted in issues with the calculation of reimbursements for PT faculty.</li> <li>• Approximately 50 full-time faculty have not completed the required 36 hours of flex. M. Smith has contacted these faculty members to suggest ways for them to complete their hours. Some faculty members are confused about the process and the number of required hours for 2021-2022.</li> </ul>						

- The committee discussed ways to motivate people to complete and report hours in a timely manner, i.e., via a competition. Currently, there is no policy regarding faculty reporting hours beyond the minimum requirement. The committee will revisit the possibility of creating a policy in the fall.
- Temporary employees are not included in the system, but it seems they are not included in many other instances, e.g., email distribution lists. Adding temporary employees to the system is an item that could be pursued in the next few months.
- The question was raised about sharing the unmet flex report. The committee agreed that it is not professional to share these reports even though the information is not confidential. Moving forward, deans will be encouraged to keep this information private.

### *8.2 Fall Professional Development*

*8.2.1 Draft schedule* – The draft of the schedule is complete. Some details such as rooms, Zoom links, and presenters are still being finalized.

*8.3 Planning the Center* – M. Smith will oversee a taskforce in the fall. The taskforce will create a mission and vision as well as a job description for someone to eventually take over the running of the center. Faculty and staff members are encouraged to participate on the taskforce.

*8.4 [Online PD Application Form](#)* – M. Smith created an online version of the application with explanations and details. The goal is to create examples, and the form will require people to complete each section before submitting. The plan is to transition to this online form in the fall.

## **9. Announcements**

There were no announcements.

## **10. Adjournment**

S. Kaushal motioned to adjourn the meeting;  
M. Smith adjourned the meeting at 3:52pm.