



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES
October 20, 2022
Zoom 952 3304 1902
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:31pm.						
2. Roll Call	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">Kristin Conner, Co-Chair</td> <td style="width: 50%;">Jason Edmonds, CSEA</td> </tr> <tr> <td>Ingeborg Bourdon, Faculty</td> <td>Michelle Smith, Co-Chair</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Andrew Wesley, PT Faculty</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Sarah McKinnon, Faculty</p>	Kristin Conner, Co-Chair	Jason Edmonds, CSEA	Ingeborg Bourdon, Faculty	Michelle Smith, Co-Chair	Nick Cittadino, Faculty	Andrew Wesley, PT Faculty
Kristin Conner, Co-Chair	Jason Edmonds, CSEA						
Ingeborg Bourdon, Faculty	Michelle Smith, Co-Chair						
Nick Cittadino, Faculty	Andrew Wesley, PT Faculty						
3. Agenda approval	A Wesley motioned to approve the October 20, 2022 agenda as amended with a different funding request for item 6.1 (No funding request from LaVonne Slaton; New funding request from Lorna Marlow-Munoz); N. Cittadino seconded the motion; motion carried.						
4. Approval of Minutes	A Wesley motioned to approve the October 6, 2022 minutes; K. Conner seconded the motion; motion carried.						
5. Comments from the Public	<p>K. Conner had 2 comments/questions:</p> <ul style="list-style-type: none"> • Governor Newsom announced that the Covid state-of-emergency will end on February 28, 2023. It is unclear how this will affect the option to attend meetings in a virtual format. • What is the process for PD funding requests to cover costs for a large group/division? Since this has not come up before, the suggestion is to ask the budget manager, VP Williams before submitting an application. 						
6. Professional Development	<p>Funding requests</p> <p><i>6.1 Lorna Marlow-Munoz - Approved</i></p>						
7. Action Items	There were no action items.						
8. Information/Discussion Items	<p><i>8.1 Professional Development System</i></p> <p><i>8.1.1 Questions? Suggestions?</i> No questions or suggestions about the Professional Development System.</p>						

8.2 Fall Professional Development Recap – Many good sessions made it difficult to choose. The goal is to have no more than three sessions per timeslot, but sometimes this is not possible.

Virtual sessions seemed to have higher attendance than in-person sessions. Some remote participants showed interest in attending on-campus sessions that did not have an online (or hyflex) option.

Presenters with sessions scheduled at noon were concerned that their sessions would not be well attended due to the conflicting staff lunch. Unfortunately, the staff lunch was unknown until sessions had already been scheduled. In the future, the potential conflict with the tennis tournament should be considered.

8.3 Spring Professional Development Planning

8.3.1 Keynote Speaker – Committee members are encouraged to suggest keynote speakers.

8.3.2 Themes? Topics? The following suggestions were made for spring:

- Health and Wellness sessions
- Investing and planning for retirement
- Focus on a topic or field that we have not addressed before, i.e., music, automotive, etc.
- Standing trainings for things that faculty should know, i.e., eLumen, new pedagogical approaches, etc.
- CPR training
- Focus on new faculty, i.e., their ideas about diversity and equity
- Academic freedom from a legal perspective
- Nutrition, i.e., tips for quick and healthy lunches

8.4 Training (LRC 113) and Conference (LRC 112) Room Use Guidelines

M. Smith shared the updated guidelines. Discussion included the following concerns and suggestions:

- The space needs to be cleaned up after each use. It might be good to have cleaning supplies and extra trash bags available.
- There is no computer in the room, so the guidelines should mention that a computer and HDMI cable need to be brought.
- There is no podium in the room, but it might be helpful to have one provided in the room.
- Concerns that internal or external groups may have access to the library when the library is unstaffed were discussed. In addition, access to the room is difficult when the library is closed. There are potential security issues.

8.5 Accreditation – M. Smith went over the Accreditation Standards as related to Professional Development.

9. Announcements

9.1 Meeting to discuss “The Center” goals and objectives on Friday, October 28th from 1-2pm in LRC room 113 and [Zoom](#)

10. Adjournment

A Wesley motioned to adjourn the meeting;
K. Conner seconded the motion.

M. Smith adjourned the meeting at 4:00pm.