



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

**February 2, 2023
Zoom 913 0513 5137
2:30 PM – 4:00 PM**

1. Call to order	M. Smith called the meeting to order at 2:34pm.						
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>Sarah McKinnon, Faculty</td> </tr> <tr> <td>Nick Cittadino, Faculty</td> <td>Andrew Wesley, PT Faculty</td> </tr> </table> <p>Christina Taliaferro, Administrative Assistant</p> <p>Absent: Jason Edmonds, CSEA</p>	Kristin Conner, Co-Chair	Michelle Smith, Co-Chair	Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty	Nick Cittadino, Faculty	Andrew Wesley, PT Faculty
Kristin Conner, Co-Chair	Michelle Smith, Co-Chair						
Ingeborg Bourdon, Faculty	Sarah McKinnon, Faculty						
Nick Cittadino, Faculty	Andrew Wesley, PT Faculty						
3. Agenda approval	K. Conner motioned to approve the February 2, 2023 agenda; S. McKinnon seconded the motion; Motion passed with 4 votes in favor.						
4. Approval of Minutes	I. Bourdon motioned to approve the January 19, 2023 minutes; K. Conner seconded the motion; Motion passed with 3 votes in favor and 1 abstention.						
5. Comments from the Public	There were no comments from the public.						
6. Professional Development	Funding requests 6.1 <i>Kelsi Mundell</i> - Approved						
7. Action Items	7.1 Declaration of State of Emergency A. Wesley motioned to approve item 7.1; K. Conner seconded the motion; Motion passed with 4 votes in favor.						
8. Information/Discussion Items	<p>8.1 Professional Development System</p> <p>8.1.1 Questions? Suggestions? No questions or suggestions regarding the PD system.</p> <p>8.1.2 Data Feed Changes – Upcoming data feed changes will most likely not affect the general users of the system. The Chancellor’s Office is asking colleges to use standardized categories for job titles, so this will be the primary change to the system.</p>						

Temporary employees are still not included in the system. The committee agreed that temporary employees should be integrated so that they earn credit for attending professional development sessions. M. Smith will present this suggestion to VP Williams.

8.1.3 FAQ: Flex Reimbursement for PT Faculty – HR added a “Total Workload” percentage on payroll memos. This information may be used to calculate the reimbursable Flex hours for part-time faculty. M. Smith created an FAQ for part-time faculty members who want to know their reimbursable hours. Flex reimbursement is paid at the end of each semester, but part-time faculty members may be interested to know their reimbursable hours earlier.

Historically, there seem to be problems with the calculated workload for faculty in Counseling and in Library. These issues have resulted in a few people not getting paid or getting paid incorrect amounts. M. Smith will continue to look into this.

8.2 March Professional Development Planning – The March Professional Development days are on March 15-16, 2023. A few sessions have already been submitted and/or were moved from the January session.

Suggestions for other sessions include the following:

- Pickleball
- Session about “Happiness”

The deadline to submit the request form is Friday, February 10th.

8.3 Fall 2023 Convocation Preparation – “Homework” Assignment #1: Committee members are asked to think about ideas for Fall 2023 Professional Development.

8.4 UDL+DEI Discussion with Brett Christie and Octavio Amort from [O’Donnell Learn](#)

8.4.1 Discussed [Faculty Concierge](#) on [March 17, 2022](#) – Brett Christie was a keynote speaker at Solano several years ago. His area of expertise is universal design. Brett Christie and Octavio Amort work together at O’Donnell design. They have offered to speak to the PDFC committee to discuss universal design as well as diversity, equity, and inclusion. At this time, the committee did not an express interest for such a presentation. Solano already has systems that are not fully utilized and should be explored before considering new platforms. There is more interest in practical tips that can be utilized in the classroom.

9. Announcements

9.1 Using the Studio Tool in Canvas: Your Own Personal Recording Studio – February 6, 2023 at 3:00 PM

10. Adjournment

“Homework Assignment #2: M. Smith is asking committee members to take a close look at the generated “Updates from your Communities” emails that are sent from the VRC on Monday mornings. For example: Is the logo showing up? Are the emails visually pleasing and/or user-friendly? What changes could we make to improve these emails?”

S. McKinnon motioned to adjourn the meeting;
N. Cittadino seconded the motion.

M. Smith adjourned the meeting at 3:37pm.