



**PROFESSIONAL DEVELOPMENT/
FLEX CAL COMMITTEE
MINUTES**

February 06, 2025

Room LRC 112

2:00 PM – 3:30 PM

1. Call to order	N. Mostafa called the meeting to order at 2:15 pm.
2. Roll Call	<div style="display: flex; justify-content: space-between;"> <div> <p>Nazia Mostafa, Coordinator/Co Chair</p> <p>Haley Howells, CSEA rep</p> <p>Christina Taliaferro, Administrative Assistant</p> </div> <div> <p>Tony Zitko, Co-Chair</p> <p>Maureen Powers, Faculty rep</p> </div> </div> <p>Absent:</p> <p>Andrew Wesley, Faculty rep</p> <p>Freeman Lo, Faculty rep</p> <p>Curley Wikkeling-Miller, CEE (Ex-Officio)</p>
3. Agenda approval	<p>H. Howells motioned to approve the February 06, 2025 agenda;</p> <p>T. Zitko seconded the motion.</p> <p>The motion passed unanimously.</p>
4. Approval of Minutes	<p>H. Howells motioned to approve the January 23, 2024 minutes;</p> <p>T. Zitko seconded the motion.</p> <p>The motion passed unanimously.</p>
5. Comments from the Public	There were no comments from the public.
6. Professional Development	<p><i>Funding requests</i></p> <p>6.1 A. Lawson - Approved</p> <p>6.2 D. Bravo - Approved</p> <p>6.3 J. McCarthy - Approved</p> <p>6.4 I. Anderson – Neither approved nor denied – more information is required. Also, there were questions about available Perkins funding for this request.</p> <p>6.5 L. Maghoney - Approved</p>
7. Action Items	<p>7.1 Request by voting members of the PDFC Committee to participate remotely due to “Just Cause” or “Emergency Circumstances”.</p> <p>Maureen Powers requested to participate via Zoom due to “Just Cause”.</p> <p>H. Howells motioned to approve Maureen Powers’s request to participate via Zoom;</p> <p>T. Zitko seconded the motion.</p> <p>The motion passed unanimously.</p>

8. Information/Discussion Items

8.1 PDFC Budget

The approved PDFC budget for 2024-2025 was \$55,000 and the total amount of requested funds to-date is \$47,913.18. The plan is to request additional funding from VP Williams to ensure that upcoming requests can be funded.

8.2 Professional Development System

8.2.1 Questions? Suggestions?

9. Announcements

*March Flex Cal – Request to Present was sent out on January 29th
Deadline to submit Request to Present – February 24th*

10. Adjournment

H. Howells motioned to adjourn the meeting;
M. Powers seconded the motion.
N. Mostafa adjourned the meeting at 3:31 pm.