**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting MINUTES**

**Present:** Juan Pitones, Leah Alarcon, Berenice Rodriguez, Amparo Medina, Harley Wilson, Chris Renbarger, Carolyn Inouye, Tim Fontenette, Yong Ma (also representing for Armine Derdiarian), Eliseo Gonzalez, Adam Hart, Anitra Lawson, Claudia Parsons, Charles Ramirez, Jacquelyne Ta, Kari Tudman,

**Guests:** Beau DeRouen, Susan Carrasco

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| Meeting Date: 10.21-19 | | Minutes Approved: 09.16-19 | | Recorded By: M.Castelo | |
| **AN = Action Needed** | **AT = Action Taken** | | **D = Discussion** | | **I = Information Only** |

**DISCUSSION/DECISIONS**

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|  | Called to Order | I,AT | The meeting was called to order at 2:03 p.m. |
|  | Public Comment | I | Classified Senate President, Amparo Medina distributed a flyer for an upcoming event called The Pushouts. |
|  | Adoption of the Agenda | I,AT | The Committee members reviewed the agenda. Amparo Medina motioned to adopt the agenda; Harley Wilson seconded and the agenda was unanimously adopted. |
|  | Approval of Meeting Minutes | I,AT | The Committee members reviewed the minutes of the 09/16, 2019 meeting.  Charles Ramirez motioned to approve the minutes; Yong Ma seconded and the minutes were unanimously approved. |
|  | Review of Membership |  | Some discussion was had regarding the make-up of the committee as it states in the Participatory Governance Handbook, which is currently being updated. Per Amparo Medina, the hope is to have it completed by Spring to be vetted in the Fall of 2020. Ideally, we would like to have three to four reps from each area (i.e.: Managers, Faculty, Classified, AFT Rep, ASG, Senate Reps, etc.). |
|  | Review Fall 2019 Applications |  | The committee spent significant time reviewing each of the Fall 2019 applications in detail and issued decisions as follows:   * + - * Three Classified staff were approved for a combined total of $4,126.72. * Eight Faculty were approved for a combined total of $7,778.33 * Two applications did not meet the current criteria and were denied.   The remaining balance is:  Classified: $873.28  Faculty: $3,270.61 |
|  | Upcoming Professional Development Opportunities |  | Amparo Medina discussed the following opportunities:   * VCOE Classified Professional Development 11/19 $120 * Dr. Rios – November 5, 2019 - Open to all |
|  | Future Agenda Items |  | * Tri Chair Discussion * Rolling deadline for Classified Staff (Faculty by Semester) * We Speak * Goals & Activities * Application Guidelines (Documents Required) * Criteria for overnight stay (Drive early AM or Stay Overnight) * International Travel |
|  | Adjournment | I | The meeting adjourned at 3:52 p.m. |
|  | Future PDC Meetings | I | 2019: Dec. 16  2020: Jan. 29, Feb. 18, Mar. 16, Apr. 20 |