**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting MINUTES**

**Present:** Juan Pitones, Leah Alarcon, Berenice Rodriguez, Amparo Medina, Jaqueline Ta, Carolyn Inouye, Kevin Corse, Armine Derdierian, Tim Fontenette, Adam Hart, Anitra Lawson. Yong Ma, Claudia Parsons, Kari Tudman

**Guests:** Oscar Cobian

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| Meeting Date: 11.18.19 | | Minutes Approved: 10.21.19 | | 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 2:07 p.m. |
|  | Public Comment | I | No public comment. |
|  | Adoption of the Agenda | I,AT | The Committee members reviewed the agenda. Yong Ma motioned to adopt the agenda; Kevin Corse seconded and the agenda was unanimously adopted. |
|  | Approval of Meeting Minutes | I,AT | The Committee members reviewed the minutes of the 10.21.19 meeting.  Claudia Parsons motioned to approve the minutes; Amparo Medina seconded and the minutes were unanimously approved. |
|  | Review of Goals Activities & Membership | I, AT | A handout that outlines the activities/charge of the PDC was distributed and reviewed. Some revisions were suggested. Leah Alarcon will revise the handout and submit to PDC members for review. |
|  | Spring Flex Activities | I | Juan and Leah will be sending out an all users email to invite participants to submit ideas and/or hold a workshop for flex week in the Spring 2020. |
|  | Future Agenda Items |  | * Rolling deadline for Classified Staff (Faculty by Semester) * We Speak * Application Guidelines (Documents Required) * Criteria for overnight stay (Drive early AM or Stay Overnight) * International Travel |
|  | Adjournment | I | The meeting adjourned at 3:45 p.m. |
|  | Future PDC Meetings | I | 2019: Dec. 16  2020: Jan. 29, Feb. 18, Mar. 16, Apr. 20 |