**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting minutes**

**April 16, 2018**

**Present:** Robert Cabral, Oscar Cobian, Kevin Corse, Virginia Ryerson, Adan Nevarez, Catalina Yang, Juan Zuniga Olea, Eliseo Gonzalez, Juan Pitones, Milena Hurtado, Kari Tudman, Yong Ma, Armine Derdiarian

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| **Meeting Date: 04/16/18** |  **Approval of Minutes: 01/29/18** | **Recorded By: M. Castelo** |
| **AN = Action Needed** | **AT = Action Taken** | **D = Discussion** | **I = Information Only** |

**DISCUSSION/DECISIONS**

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| **I.** | **Call to Order and Welcome** | **AT** | Meeting called to order at 2:08 p.m. |
| **II.** | **Public Comments** | **I** | None |
| **III.** | **Approval of Meeting Minutes** | **I** | The minutes from January were approved with minor corrections  |
| **IV.** | **Discussion, Information, and Review** |
| A. | Review of Spring Special Funding Applications | **I****AT****AN****AT** | * A handout from Fiscal Analyst, Chris Renbarger, was distributed and reviewed by the committee listing the current balances in our Faculty/Staff Accounts:
	+ Classified Balance: $4,886.00
	+ Faculty Balance: $26.78
* An email was sent to all users to spread the word about our special funding. As a result, we have three new applications to review: Two from Faculty and one from Staff. All were approved.
* Additional funding is available for Distance Ed and Dual Enrollment-related travel from both the district and Title V. Title V funds will carry over into next year but district funds will expire at the end of the Fiscal Year on June 30, 2018. As such, the committee has decided to utilize the district funds first.
	+ Robert Cabral will send out an email to the committee listing current balances in each account.
* Repeat applicants will be considered on a case-by-case basis with priority to new applicants

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| B. | Fall Professional Development Planning | **I** | * We have two workshops scheduled for flex week so far and more to come.
	+ Campus Emergency Planning Session
	+ Math Dept. Meeting
	+ Pizza Lunch provided
* ALAS Library Literacy event is on Friday
* Condor Fest is happening on Thursday of Flex Week
* FYE is having Discovery Week on MTW of Flex Week
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| C.  | Announcements | **I** | * Oscar Cobian announced that there will be an interactive workshop during flex week on April 26th from 10:30am to Noon in room AA-101 regarding how best to support our students with Autism. Presented by Dr. Edlyn Pena. An informational flyer was distributed to committee members.
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| **V.** | **Other** |
|  | Ad Hoc Committee | **AT** | * An Ad Hoc Committee was appointed to approve any applications that might come in during the off months (May 22-Aug. 18, 2018). The ad hoc committee consists of the following members:
1. Robert Cabral
2. Kevin Corse
3. Milena Hurtado
4. Anitra Lawson
5. Juan Pitones
6. Armine Derdierian
7. Eliseo Gonzalez
8. Adan Nevarez
9. Virginia Ryerson
10. Oscar Cobian
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|  | Next Meeting Date:  | **AT** | * Most members are unavailable during the month of May due to finals, etc. It was decided that a skype meeting be arranged by the co-chairs if any pressing issues arise.
* Next meeting will be on September 17, 2018
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| **VI.** | **Adjournment** | **I** | Meeting adjourned at 3:00 p.m. |