**PROFESSIONAL DEVELOPMENT COMMITTEE**

**Meeting minutes**

**January 29, 2018**

**Present:** Oscar Cobian, Tom Stough, Virginia Ryerson, Juan Zuniga Olea, Juan Pitones, Marta Munoz, Milena Hurtado, Armine Derdiarian, Yong Ma, Mike Ketaily, Robert Cabral, Eliseo Gonzalez, Kari Tudman, Chris Renbarger, Anitra Lawson, Catalina Yang

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| **Meeting Date: 1/29/18** |  | | **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 2:04 p.m. |
| **II.** | **Public Announcements** | **I** | Mike Ketaily, Dept. Chair at the Fire Dept./Public Safety announced that there will be a one-hour training on basic emergency preparation that covers what to do for natural disasters, emergency evacuation routes, etc. It was suggested and agreed that we will provide this training during flex week each semester.  The Title V Grant Director, Eliseo Gonzalez announced that he has some funds available for professional development related to distance ed. and/or dual enrollment. A handout was distributed with the criteria requirements.  Tom Stough announced that the ALAS Info Literacy Conference will be held from 9am to 2pm on April 27th in the LLRC/Condor Hall. Campus-wide emails will be sent and announcements made at various committees here on campus. There is no charge to attend. |
| **III.** | **Introductions** | **I** | Introductions of attendees were made. |
| **IV.** | **Discussion, Information, and Review** | | |
|  | Review of PEPC Resource Requests | **AT** | Two spreadsheets were distributed and reviewed with the applications for both Fall and Spring. Rankings were discussed. PDC will return their decisions to PEPC and overall scores will be compiled and distributed via email by Robert Cabral. It was noted that the state chancellor has banned travel to the following states due to their policies on LGBTQ: Kansas, Mississippi, North Carolina, Tennessee, Alabama, Kentucky, South Dakota and Texas. |
| a. | Recommendations of Spring 2017 Applications | **AT** | Two spreadsheets were distributed and reviewed:   * Fall Application Recommendations * Spring Application Recommendations   Instructions were given on voting and rating. Committee members who are also applicants must abstain from voting for themselves. Much discussion followed and amounts were decided upon: $20k for Faculty and $10k for Staff (See spreadsheet). Motions for approval were made and approved with two abstentions from Milena Hurtado and Juan Pitones.  There is an additional $5k available for travel related to Dual Enrollment and Distant Ed from Title V Funds.  Final approvals will go through the Division VP and President. Robert Cabral will notify the applicants. |
| **V.** | **Other** | **AT** | It was agreed not to have a meeting in February due to the President’s Day Holidays that Friday/Monday. |
| **VI.** | **Adjournment** | **I** | Meeting adjourned at 3:52 p.m. |
|  | **Future Meeting Dates** | **I** | Proposed Meeting Dates: ~~Feb. 27~~, Mar. 19, Apr. 16, May 14 |