

BCC Professional Development Committee — Minutes, February 8, 2017

12:15-1:30 pm in TLC, Room 341

Attending: Jenny Yap, Shawn McDougal, Joanna Louie, Tram Vo-Kumamoto, Windy Franklin, Elena Givental, Lisa Cook, Heather Dodge, Jennifer Lenahan

Item	Discussion	Outcome	Next steps
I. Minutes Approval	Meeting called to order at 12:20 p.m. by Jenny Yap. The minutes from the November 9, 2016 meeting were reviewed and approved.	11/9/2016 Minutes approved.	
II. Funding requests for the month (handout) - Joanna Louie	<p>Joanna distributed the professional development funds requests for this period:</p> <ul style="list-style-type: none"> - Dwayne Byndloss [turned in late – Mr. Byndloss is a full-time Berkeley High School teacher who only teaches one class at BHS for BCC (Counseling 57) – suggestion was made for him to request funding for travel and conferences from BHS, first] – not approved - Joseph Bay (Classified) – approved for up to \$215 - Kassandra “Kye” Ocasio-Pare (Classified) – approved for \$175 - Sharon Coleman (Faculty) – approved for \$600 (in-state travel) - Jordan Yee (Faculty) – approved for \$65 - Cleavon Smith (Faculty) – approved for \$1,000 (out-of-state travel) <p>Need to follow up with Joanna and Rowena regarding the budget for the Classified funds</p>	<p>Consensus on approvals:</p> <ul style="list-style-type: none"> J. Bay - \$215 K Ocasio-Pare - \$175 S. Coleman - \$600 J. Yee - \$65 C. Smith - \$1,000 	Travel should be turned into Joanna L. and classes/invoices should be turned into Jennifer L.
III. Discussion: travel deadlines and reimbursing registration	<p>There was discussion around raising the cap on travel. There will be no change; travel reimbursements will remain \$1,000 for out of state and \$600 for within California. Deadlines hold.</p> <p>There was also discussion of whether reimbursement for registration costs for those who turned in late travel requests could take place. The answer is no, because we do</p>		

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	not separate registration and travel costs, if indeed, travel is required.		
IV. Discussion: setting maximum PD funds per year for faculty and classified staff	Simple language will be added to PD requests: “up to \$1,000 maximum per person per academic year. Contingent on availability of funds.”		Need to add to the application
V. Flex Day Debrief (handout)	Flex Day feedback comments were discussed. For the fall 2017 semester, there will be split flex days, i.e., Thursday (District) and Friday (College). There are still things to be worked out on this. Another flex day will be during the semester. Classes will not be scheduled and the college closed so all employees can participate.	More information is needed on what will happen.	Follow up with Miriam Zamora-Kantor
VI. State Chancellor’s Office PD?	No discussion		
VII. Co-sponsoring with “Graduate Theological Union” for PD workshop series	There was a discussion of having a workshop series on social justice with Jiwon Chung of the Graduate Theological Union in the Auditorium – looking at including high school students, BCC students, etc. More discussion and information to follow.		
VIII. Berkeley Art Museum (Heather Dodge)	Heather is working with the Berkeley Art Museum to provide a free day for BCC. The day is March 1 st (Wednesday). We are looking at a Faculty/Staff Happy Hour in their café. Catering provided by the café. We need to develop an agenda and funding will be from the PD committee.	2/28/17 Heather provided agenda and invoice for \$225 to Café.	
IX. Adjournment	1:30 pm – Next meeting is a planning meeting on February 22 nd , 2017		

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Item	Discussion	Outcome	Next steps
2016-17 Meetings	Wednesdays: Sept. 14, Oct. 12, Oct. 26, Nov. 9, Nov. 23, Dec. 14, Jan. 11, Jan. 25, Feb. 8, Feb. 22, Mar. 8, Mar. 22, Apr. 26, May 10, May 24		

PD Committee Members: Shawn McDougal (Co-Chair, Faculty), Jenny Yap (Co-Chair, Faculty), Elena Givental (Faculty), Tram Vo-Kumamoto (Administrator), Windy Franklin (Administrator), Lisa Cook (Administrator), Jennifer Lenahan (Classified, Bookkeeper), Joanna Louie (Classified, Travel Requests), Karen Shields (Classified)

[Notetaker: Jennifer Lenahan]

Handouts at meeting:

- Agenda
- Current Budget (Jennifer Lenahan)
- Funding requests for February 8th (Joanna Louie)
- Flex Day Feedback (on back of agenda)
- Minutes from 11/9/2016 meeting (Jennifer L)