1) Announcements
   • Possible 5 mid-year faculty hires, possibly 3 counselors (2 confirmed). Mary, Katie, and Laura will work with HR to decide how to orient these new faculty and how to place them in the new faculty orientation program.

2) Reports
   • Co-chairs – Katie and Mary. Mary and Cathy Matthies attended the Professional Development Summit provided by the Chancellor’s office. The time was devoted to discussing the Clearinghouse (Foundation grant) to create an online resource of information about professional development for community colleges to access. This would include sharing ideas, content, videos, pedagogy, student success, conferences, orientations, and speakers. Mary felt it could be a very useful tool for SRJC. Timeline is to roll out by July 2015. Debbie Weatherly attended a different summit. This emerged from recommendations for the Student Success Task Force, which included a focus on professional development.
   • Campus report – none
   • Management Professional Development – none
   • Classified Senate - none
   • AFA – none
   • Human Resources/Cabinet: Sabrina reported that managers have requested more manager-specific orientation materials. The Management Orientation will be expanded to a full day, with the afternoon specific to new managers.

3. Spring PDA
   • Mary, Katie and Laura are working to pull together the schedule, which should be completed next week.
   • The Dental Hygiene proposal was approved, but the description needs to be shorter and more focused on the professional learning aspect.
   • Dr. Chong would like the opportunity to meet with all faculty in tenure review on PDA for a casual get together. It was suggested to use the half hour coffee break for that. Given the number, possibly the Bertolini Student Activities Center would be the right size (also easier for food service). (Follow up – Mary Kay said no. Dr. Chong wants more time, so she would like a 7:30 am meet and greet).

4. PDC Charter
   A vort on the PDC Charter is scheduled for the December meeting.

5. Flex Criteria Review
These are the criteria that would apply both to PDA and flex activities, so we want to be sure they are applicable to both (or clarify which apply to one or the other). Laura brought up a good point that Title 5 regulations outline a broader range of possibilities for professional activities days that we had not considered. However, the list is permissive, not mandatory. Kris will pull together a meeting of the faculty representatives on the committee to review the criteria and make any changes.

6. **Flex appeal**  
The committee voted unanimously to grant the appeal of Ron Schulke whose flex activity was denied. His activity was previously approved in Spring 2009, Fall 2009, and Fall 2011. The general rationale for granting the appeal was that the new criteria had not been posted on the web, and the existing web information is very broad and inclusive.

7. **Work/Life Balance and Workplace Climate**

The committee agreed that we want to pursue this in spring 2015, probably in March and April. We would like to arrange three speakers. After some discussion, it became clear that the main issue might not be work/life balance, but rather we need to address the climate at work and feeling good about the workplace. Some employees feel chronically stressed and have difficulty “unplugging” from work. This series would be directly related to the Strategic Plan Goal “Cultivate a healthy Organization.” Three speakers were discussed:

- Kaiser - Kaiser provides health coverage for many employees and they have stress reduction classes. Kris will check with them to see if something could be offered at SRJC.
- Catalyst Coaching – this company specializes in Work-Life Balance.
- City of Santa Rosa – Someone will check with Annette to see if they have a relevant training they could offer at SRJC.
- Sabrina will contact her HR Director listserv and see if any of them have good speakers.

Notes submitted by Kris Abrahamson