College of Alameda

**Professional Development Committee**

**Meeting AGENDA**

**Date and Time: December 2, 2019**

**Meeting Time: 12 – 1 pm**

**Meeting Location: A 228**

Budget Committee Co -Chairs: Dr. Diana Bajrami, Maurice Jones

* Recorder: Aja Butler
* Bookkeeper: Marivic Lizardo

|  |  |  |  |
| --- | --- | --- | --- |
| **Topic** | **Facilitator** | **Action** | **Materials** |
| * Call to Order
 | Jones |  |  |
| * Approval of Agenda
 | Jones |  |  |
| * Review – Professional Development Funds Requests
 | Jones/Bajrami | Approval/Disapproval | All Request uploaded in SharePoint |
| * Review Sabbatical Requests
 | Bajrami/Jones | Approval/Disapproval | Proposal(s) Uploaded in SharePoint |
| * Budget Analysis
 | Lizardo |  | Handout Uploaded in SharePoint |
| * Planning for January Flex Day
 | Jones |  |  |
| * Adjournment
 | Jones |  |  |

Committee Membership:
Administration –,Anna McClanahan, Aja Butler, ValJean Dale
Classified Staff – Kawanna Rollins, Marivic Lizardo, Chevonn Herbert,

Faculty – Ann Chun, Diana Bajrami, Maurice Jones