

Santa Monica College

Professional Development Committee Agenda

Thursday, January 20, 2011

1:30 pm

Library Conference Room

Members:	Nancy Hanson, Chair	Steve Hunt	Monica LaBenda
	Kiersten Elliott, Vice Chair	Valerie Narey	Jessica Plotner
	Judith Douglas	Patricia Burson	Judy Neveau
	Sandy Chung	Nancy Grass-Hemmert	Tiffany Inabu
	Cindy Kelly	Gillian Grebler	

Agenda:

Approval of Minutes

March Flex Day Updates:

- Budget - Kiersten
- Invitation letter to campus - Monica
- Sign-in Procedure - Monica
- Opening
 - Slideshow - Kiersten
 - Presenters Timeline
- Panels - Nancy
- Lunch
 - Menu - Judy
 - Centerpieces
- Service Resource Fair
 - Participant List
 - Letter to participants – Judy
 - Signs - Steve
- Afternoon Workshops –
 - Special workshop involving SMC faculty in service? - Kiersten
- Raffle - Sandy
- Logistics - Kiersten

Budget updates:

- Conference Expenditures - Monica

Online flex forms - Monica

Future Meeting Details - Nancy

Adjournment

