

Professional Development Committee Minutes

February 21th, 2017 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Crozier, Judy

1. November 2016 meeting minutes was approved.
2. Reimbursement packet:
 - Three conference requests were approved by Ms. Sasser over the winter break.
3. Health Fair tentatively on May 10th, 2017 around 10:00am to 1:00pm at student Lounge:
 - Judy will contact Michael to bring the local vendors.
4. Safe Driver Training: Need to reschedule.
 - Advertise in the Division meetings and get names of the interested employees.
 - Depending on the number of employees, the venue and dates should be decided.
5. Flex Hour Tuesday: The following three events are tentatively scheduled
 - March 28th: “Cookies and Tea” Small group discussion about student equity.
 - Ruth will contact Bailey Smith regarding the topic and recommendations for facilitator for this event.
 - April 25th: “Enrollment and Retention” Discussion on the improving the students retention
 - Ms. Sasser will contact Nelly Alvarado for the recent data for this presentation.
 - May 9th: “One Day Book Club” on the book “The Other Wes Moore”
 - Judy will lead the discussion, the participants should read the summary of the book ahead of time.
6. Things to be posted on the new place online:
 - Past meeting minutes and agendas from year 2012 and 2013.
 - Conference reimbursement packet
 - Ruth need to contact Steve for merging the two forms due to password protection on these forms.
 - Future meeting dates: March 7th, April 18th, and May 9th from 1:00pm to 2:00pm.
 - Remove the names of the non-participating committee members from the webpage.
7. Expenditure Tracking: → Moved to next meeting.
 - Mary has created a draft worksheet to track the budget. Will review it next meeting.
8. Coordinated Leadership Development Program Funding:
 - Grant was not approved.
9. Future plans:
 - Offer “App Development” by Corrine Hoisington during Fall 2017 flex day.
 - Offer “Webpage Refresher course”, depending on Alana’s availability.
 - Judy will contact Corrine and Alana regarding these events and update the committee.

Next meeting → Tuesday March 7th, from 1:00pm to 2:00pm at Human Resources office.