

**Professional Development Committee MINUTES  
for Mon 2/9/15 in HR Conference Room 2-3 PM.**

**Committee members PRESENT:**

Crozier, Judy; Gillis, Amber; Sasser, Rachelle; Manikandan, Gayathri;  
NEW PERSON from El Camino Professional Development Lisa Mednick

- 1) Approve minutes from December 8, 2014, meeting POSTPONED until next meeting
- 2) DONE - two were reviewed = ONE was sent back for the Travel Reimbursement form - One was accepted -Review new conference reimbursement requests, committee ballots (if any) - how to expedite those that come in during the semester?

For: Michael Odanaka - needs travel reimbursement form

For:

- 3) CPR/AED update - 38 were certified - next certification - Ms. Sasser to give follow up about those who did not attend training last year. Spring training? DATE?
  - a) SPRING DATE TBD - Dean Sasser will contact CINTAS for spring dates - let Judy know so she can coordinate dates for Faculty Websites.
- 4) Update on create "applause cards" Ms. Sasser to talk to Dr. Curry
  - a) Status? Dr Curry has seen and approved - printing date TBD
  - b) Ruth Emailed us the procedures - listed below:
    - i) Procedures for Appreciation Card (From Ruth Zambrano)
      - i. Once the card is filled out it can be dropped off or mailed to Human Resources. There will be a drop box for the cards.
      - ii. Employee will be recognized with certificate at the staff appreciation breakfast. Employee can only receive one certificate per semester.
- 5) Faculty/staff websites - success -next date? Follow-up - getting the sites up - do we need a drop in help session? EMAIL former people - New Dates for SPRING 2015
  - a) Dates offered by ECC were bookending the spring break recess so new dates will be considered. Judy to contact Elana at ECC
- 6) Classified Professional Development
  - a) Proposal pending for **Team Building USA** (Wendy) postponed
- 7) Campus Activities Campus softball game - Ruth will follow up with Athletic Dept. Budget? Date for spring. Saturday. Status? POSTPONED
- 8) New business - writing club - like faculty book club - Lisa-will find out about book club as we wanted writing club on Compton campus