

Professional Development Committee Agenda for Mon 6/20/2016 in HR Conference Room 4-5pm.

Committee members:

Aasi, Fazal; Crozier, Judy; Gillis, Amber; Manikandan, Gayathri; Sasser, Rachelle; Wimberly, Wendy; Zambrano, Ruth

- 1) Approve minutes from May meeting
- 2) Review new conference reimbursement requests
- 3) Committee structure update
- 4) Update on uploading minutes from previous meetings onto ECC portal
- 5) Develop goals for the academic year 2016-2017
- 6) Professional Development Funds:
  - a) Increase amount to \$1200 FT/ \$800 PT
  - b) Update instructions on Conference Reimbursement form
  - c) Advertise and promote the availability of professional development funds, in particular for conference reimbursement
    - i) Flex day presentation update
- 7) Adjunct Luncheon update