

Professional Development Committee Minutes

November 10, 2014 3:30pm to 4:00pm

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

1. Reviewed and approved the meeting minutes from the October 13th, 2014 meeting.
2. Conference Reimbursement Request:
 - For Celia Valdez: the request was approved for attending the ETUDES Conference.
 - For Felicia Hatten: the request was approved with 300 word statement.
3. CPR/AED Update:
 - MS. Sasser will follow up with the first responders who didn't attend the training.
4. "Creating Faculty Website" Training: Friday 11/14/14 from 10:00 to 12:00pm
 - Judy will email the menu to the participants for them to reply back with a lunch order by Thursday 11/13/14.
5. Applause Card: Dr. Curry would like to utilize the applause cards.
 - Judy will send the Final draft to Ruth.
 - Ruth will send the combine the procedure and the final draft to Ms. Sasser.
 - Ms. Sasser will send these to Dr. Curry.
6. Saturday Spring Fling: Soft ball game/Family Picnic
 - We could offer this Soft ball game with a workshop that will serve our faculties and staff both physical and intellectual ways.
 - Dr. Curry will contact the Major League Baseball (MLB) regarding the softball field.
 - We will discuss more in December meeting.
7. Foundation Letter: Since the foundation is not functional, Ms. Sasser will follow up with Dr. Curry regarding this.
8. Classified Professional Development:
 - Dr. Curry was pleased to know that 3 companies were chosen to interview. Even if we don't have enough funds, Dr. Curry will fund this workshop.
 - Wendy researched and found out a company similar to the one offered true colors workshop. Also she brought flyers and price quotations from two companies **Strictly Success** and **Team Building USA**.
 - Wendy will find the cost from Team Building USA 200 people for 4 hours with lunch. It should be hands on with lots of interaction.
 - We can mandate this workshop for staff and it will be optional for faculties.
 - We all will research more to find the best one based on our needs which is team building, customer service so that we can provide a good service and attract and retain our student population.

Next meeting will be held on Monday December 8th, 2014 at 3:30pm in Human Resources conference room.