

Professional Development Committee Minutes

June 20, 2016 4:00pm to 5:00pm

Attendees: Crozier, Judy; Wimberly, Wendy; Manikandan, Gayathri(called-in); Sasser, Rachele; Zambrano, Ruth; Mary Grace-Hall

1. May 2016 meeting minutes was approved.

2. Professional Development Committee Structure:

- Ms. Sasser will send the request to add Gayathri Manikandan to this committee member list.
- Andree Valdry should be invited to attend and update the professional development committee.
- Our welcome to Mary Grace-Hall to this PD committee! No updates on Edwards, Shirley yet.

3. Minutes from Previous Semester:

- Ms. Sasser will contact Dr. Curry to get access to Gayathri for posting the past meeting minutes online.

4. Goals for the year 2016 - 2017:

1. Presentation about Professional Development Fund at the Fall 2016 Flex Day:

- Ruth Contacted Paul Flor about this presentation on the flex day and waiting for his response.
- Ms. Sasser will follow up on this with Paul.
- Ruth will put together all the needed forms for the PD reimbursement such as Prepayment form, credit card authorization form, etc. and this way everyone knows how to fill these form completely and correct. Also everyone gets a copy of all these forms on the flex day.
- Conference reimbursement directions should be updated with the fund amount i.e. \$1200 for Full-time employees and \$800 for the Part-time employees per year provided the funds are available.

2. Adjunct Faculty Welcome Lunch on the Fall 2016 Flex Day:

- Judy gave the outline and budget for this Luncheon and waiting for the response.
- MS. Sasser will follow up with Ms. Perez on this.

3. Classified Staff Day tentatively on April 28th, 2017:

- Wendy will figure out some topics for this and committee will choose approximately 3 activities.
- Retirement workshop, Medical Contribution, yoga are some options.
- Lunch will be provided

4. Health Fair tentatively on 2nd week of May, 2017 for approximately 3 hours:

- Ms. Sasser will follow up with the vendor for his strong commitment during the upcoming health fair in spring 2017.
- Mary Grace-Hall will contact Business Services for the availability of the student lounge for the health fair.

5. Conference Fund Request:

- For attending Leadership Institute, Cal. State LA, Consuelo Morales, Joseph Lewis and Ranesha Stewart got approved for approximately \$2100/ person.
- For attending CCC Enrollment Management Academy during July 18, 19 and 20th, Richette Bell, Dr. Chelvi Subramaniam and Dr. Osanyinpeju got approved for approximately \$2000/person

6. Miscellaneous:

- Ruth will update the conference ballot to include our new member Mary Grace-Hall
- All members review PSD plan sent by Ruth; on the next PD meeting the Mission statement, goals, objectives and other items can be reviewed and submitted to CEO.
- Professional Development flyer could be created with all PD activities for the semester and could be sent out to all employees to promote various activities.
- New webpage workshop should be offered as OU educate is no longer being used.

Next meeting → July 18th, 2016 4:00pm to 5:00pm.