

Professional Development Committee Minutes

December 8, 2014 3:30pm to 4:00pm

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

1. Reviewed and approved the meeting minutes from the November 10th, 2014 meeting.
2. Conference Reimbursement Request:
 - For Fazal Aasi: the request was approved for attending the ETUDES Conference.
 - For Rosa Ekimyan: the request is pending. Need the proof for the registration amount and administrator signature. Ms. Sasser left a message for Rosa Ekimyan.
3. CPR/AED Update:
 - Based on the review, 19 people need this training and it will cost approximately \$2300.
 - Date should be decided for the training in Spring 2015 semester. Will be offered on a Friday from 9:00am to 1:00pm
 - Old Library building will be used for the training.
4. "Creating Faculty Website" Training: Friday 11/14/14 from 10:00 to 12:00pm:
 - 10 out of 14 participants attended and it was a success!!!
 - Judy will send email to the all the participants to check if they need any further assistance in setting up the website.
 - Next training will be offered in the spring semester on a Friday from 10:00am to 12:00pm, date should be decided.
5. Applause Card:
 - Ruth will look for the procedure on using the applause card to Ms. Sasser.
 - Ms. Sasser sent the applause card to Dr. Curry.
6. Saturday Spring Fling: Soft ball game/Family Picnic
 - Date should be decided based on the MLB availability, preferably after the spring break and before the end of April 2015.
 - Dr. Curry will contact the Major League Baseball (MLB) regarding the softball field.
7. Classified Professional Development:
 - After reviewing the two companies, many preferred Team Building USA over Strictly Success.
 - Date should be decided for this training on the spring 2015 semester.
8. Spring 2015 Professional Development Meeting timings:
 - Many members of this committee agreed to meet during the college hour 1:00pm to 2:00pm on Thursdays. Will meet either 1st or 3rd Thursday of each month depending on the Academic senate meetings. We don't want to conflict with that timings.

Next meeting will be held on Thursday from 1:00pm to 2:00pm on either January 22nd or January 29th. Stay focused to find out the next meeting date and until then Happy Holidays everyone!!