

## Professional Development Committee Minutes

February 26, 2015 1:00pm to 2:00pm

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

1. Approval of last meeting minutes is postponed to the next meeting.
2. Conference Reimbursement Request: The following faculties' conference request to attend CMC3 conference was approved. Gayathri Manikandan, Ronny Alpern, Ali Abbassi, Jose Martinez, Miguel Ornelas
3. CPR/AED Update:
  - Judy will update us with the person who needs to attend this training.
  - Ms. Sasser ordered 2 wheel chair lifts and with the one wheel chair that we already have, we have one wheel chair lift for each of the three two storied buildings. It will be housed in the respective building.
  - Ms. Sasser also ordered six AED components
4. "Creating Faculty Website" Training: Offer "Refresher Lab" refresher training with lunch for the facilities who attended the faculty website training in the past but doesn't have a live website.
  - Judy will create flyer, Ruth and Amber will advertise to those faculties from the past OU Educates attendees.
5. Applause Card: Ms. Sasser will send it to Art at copy center for printing the Applause cards.
6. Sponsoring a health fair:
  - Around September after the Labor Day, one day health fair will be scheduled so that different vendor will have informational booth to promote their products and we will facilitate the event.
  - Judy will contact Valerie Wagner to get more information from El Camino health fair
  - Ms. Sasser will contact Keenan to bring vendors for the health fair
7. Foundation Letter: Ms. Sasser is working on this.
8. Classified Professional Development:
  - Team Building Activity is tentatively scheduled to be offered on Fall 2015 flex day on August 21<sup>st</sup> Friday afternoon from 1:00 to 4:00pm at Gym and will be mandatory for all faculties, staff and administrators.
  - Amber will get price quote and the synopsis of activities from Team Building USA.
9. Faculty Development Committee:
  - We need to get direction of the executive board for this committee.
10. Writing Club: Offered to faculties first and will focus on scholarly writing or creative writing
  - Judy will make flyer and followed with a survey to determine the timing for this writing club.
  - Judy will create a write up which could be submitted to Ms. Barbara Perez for getting the flex credit for the writing club participants.

Next meeting will be held on Thursday March 26th, 2015 at 1:00pm in Human Resources conference room.