

Professional Development Committee Minutes

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

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

1. Reviewed and approved the meeting minutes from the February 26th, 2015 meeting.
2. Conference Reimbursement Request:
 - Judy Crozier's request got approved for the Online Teaching Conference and California Learning Community Consortium.
 - Mohammad Tavakkoli's request for CMC3 South conference is pending due to the 300 word statement missing.
3. CPR/AED Update:
 - AED Equipment's arrived.
4. "Creating Faculty Website" Training:
 - Flyer got approved and the training will be on April 24th from 10:00 to 12:00pm at SSC 108
 - Need to send a reminder for the training attendees to take their office hour, syllabus to post it on their website during the training.
 - Judy will check with Barbara for the lunch for this training and with Chelvi regarding whether food is allowed in room SSC108
5. Applause Card: We will know more when Art Smith at Photocopy center returns back.
6. Sponsoring a health fair:
 - Meeting with Michael from Premier promotion for health fair discussion on April 8th at 1:30pm.
 - Health fair at Compton Center will be at Student Lounge one or two weeks before or after the ECC's Health Fair.
7. Classified Professional Development:
 - Team Building USA agreed to offer 20% discount.
 - Ms. Sasser and Amber will meet with Barbara to discuss about the mandatory 2.5 days of flex days
 - Discuss through emails about the door prizes and raffles for this training
 - Ms. Sasser will try to get these prizes through vendors
8. Spring Fling:
 - Dr. Curry was good with MLB but need to decide on the dates.
9. Writing Club:
 - Questionnaire and flyer got approved.
 - Judy will contact Valaire Woodward regarding this.
10. Our Warm Welcome to Lisa Mednick:
 - Lisa will be working on Leadership Development Program.
11. Foundation Letter: Hold back on this due to the foundation is not functional.

Next meeting will be held on Thursday April 23rd, 2015 at 1:00pm in Human Resources conference room.