

## Professional Development Committee Minutes

October 18<sup>th</sup>, 2016 1:00pm to 2:00pm

Attendees: Aasi, Fazal, Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Wimberly, Wendy

1. September 2016 meeting minutes was approved.

2. Goals for the year 2016 - 2017:

1. Reimbursement packet:

- Ruth will working on creating a complete reimbursement packet. On the instructions, need to add the receipts for all the reimbursements should be included and for mileage reimbursement, the person should have completed the Safe Drivers' Training.
- Gayathri will help creating two samples on how to packet should be filled.
- The packets should be put in the Human Resources website.

2. Health Fair tentatively on May 10<sup>th</sup>, 2017 around 10:00am at student Lounge for approximately 3 hours:

- This event is still on, student lounge reserved for this event.

3. Faculty Suggestions for Professional Development workshops:

- Canvas Training: Dr. Aasi emailed CANVAS directly but they forwarded to Dr. Story at ECC. Waiting for his reply.
- Relaxation hour: Ms. Sasser will contact Kaiser to find out more about this.
- Safe Driver Training: Gaytabri will contact Lt. Box for organizing this event.
- Student Equity "Cookies and Tea": Small group discussion about student equity.
  - Ruth and Wendy will follow up with Bailey Smith to get the topic and recommendations for facilitator for this event.
  - This will be conducted around in February, 2017
  - Maximum of 15 attendees will discuss the topics on student equity.
  - Flex credit and snacks will be provided.
- Judy will contact Lisa Mednik to get the list of workshops offered at ECC so that we can customize for the Compton employees.

3. Conference Reimbursement Request:

- Ruth will send the updated Committee ballots for conference reimbursement.
- Three Math faculties were requesting \$1500 each for attending AMATYC conference at Denver, CO from November 17<sup>th</sup> to 20<sup>th</sup>, 2016 are all approved. (Malinni Rouen, Jose Villalobos and Miguel Ornelas)
- Gary Narasawa conference request needs receipt of milage and needs to fill the form correct. He requested \$115 for attending California Automotive Teachers conference on October 15<sup>th</sup> at Fullerton college.

4. Expenditure Tracking: → Moved to next meeting.

- Mary has created a draft worksheet to track the budget. Will review it next meeting.

5. Coordinated Leadership Development Program Funding:

- Group of people including Dr. Curry, Elizabeth Martinez, Bailey Smith, etc. have created a proposal.
- All the committee members should read the proposal and will discuss next meeting

6. Miscellaneous: Yet to discuss!

- All members review Professional and Staff Development plan sent by Ruth; on the next PD meeting the Mission statement, goals, objectives and other items can be reviewed and submitted to CEO.

Next meeting → Thursday November 10<sup>th</sup>, 2016 1:00pm to 2:00pm at Human Resources.