



**Professional Development Committee
Meeting Minutes
September 11, 2018
1:00 – 2:00 p.m.**

Vision

Compton College will be the leading institution of student learning and success in higher education.

Mission Statement

Compton College is a welcoming environment where the diversity of our students is supported to pursue and attain academic and professional excellence. Compton College promotes solutions to challenges, utilizes the latest techniques for preparing the workforce and provides clear pathways for transfer, completion and lifelong learning.

Meeting Participants

Fazal Aasi	Rachelle Sasser	
Judy Crozier	Gayathri Manikandan	
Victor Kowalski	Hoa Pham	
Wendy Wimberly	Syria Purdom	

Meeting Minutes

1. Agenda was approved.
2. May 8th, 2018 meeting minutes were approved by H. Pham and seconded by R. Sasser.
3. Conference Requests: None
4. Health and Lifestyle Expo:
 - A. Health fair is scheduled for Wednesday, Oct 3rd, 2018 from 11:00am to 1:00pm. R. Sasser booked the Student Lounge from 8:30am to 2:00pm.
 - B. Expecting 12 vendors and benefits crew, so R. Sasser will book 18 tables and 36 chairs. Also, expecting 100 people. R. Sasser will contact cafeteria to inquire on food/refreshments.
 - C. H. Pham and W. Wimberly will be taking care of raffle prizes during the health fair.
 - D. V. Kowalski will help Michael set up the student lounge.
 - E. R. Sasser will email the flyer to H. Parnock for approval to send it out everyone.
 - F. G. Manikandan will be there for half an hour. All PDC members are requested to attend at least a few minutes of this event.
5. New Flex Reporter:
 - A. CornerStone will the new flex reporter and will be fully implemented in Fall 19.

- B. Training for the Professional Development committee members should be scheduled to learn CornerStone in spring'19.
- C. R. Sasser will contact L. Mednick to check her availability to come and discuss CornerStone at October 9th PDC meeting.

6. Training with Elana:

- A. Elana offered "Canvas, Quick and Dirty" workshop at Compton on Friday, April 27th. Good turn-out. About 10 participants.
- B. Workshop on MS Excel Level 2: This was cancelled.

7. Book Club for Fall 2018:

- A. The Fall 2019 book club on "Guided Pathways" is cancelled.
- B. The Fall 2018 book club on "Paying the Price" will meet on the September 25th, October 23th, and November 27th, from 1pm to 2pm in the staff lounge. The attendees will get one-hour flex credit each session.
- C. First 10 registered people will get the book. R. Sasser will order 10 copies of "Paying the Price" book (\$15.20/per book). H. Pham will find out the return policy and help order the books.
- D. J. Crozier will contact K. Nakayama to find out the first 10 registered participants.
- E. J. Crozier will email the flyer to R. Sasser so she can email H. Parnock for approval before disseminating campus wide.

8. Pictures for each PD event/activity on the PD website:

- A. G. Manikandan suggested posting pictures from each event on the PD website.

9. Staff Professional Development Activity:

- A. S. Purdom and W. Wimberly will survey staff to decide upon the next date for Staff Professional Development day (spring 2019).
- B. Maybe we can get a videographer to film it or someone from the film department.
- C. S. Purdom will update the website with the pictures from the last Staff Professional Development Day.

10. CPR/AED Training:

- A. Lt. Box has no equipment for this training. Victor will research who has the mannequins.
- B. R. Sasser will find out the liability issues on K. Schwitkis on giving this training.

C. The training will be 4.5 hours.

11. PDC Meeting Dates:

A. For fall 18, the PDC will meet on the second Tuesday of the month: September 11th, October 9th, and November 13th, from 1pm to 2pm in HR conference room.

B. For spring 19, the PDC will meet on March 12th and May 14th. Undecided on date for February and April.

12. Next meeting will be on October 9th from 1pm to 2pm in HR conference room.