

Employee Professional Development Committee Meeting Minutes

Date: October 11, 2019

Time: 10:00 a.m. – 11:00 a.m.

Location: Staff Lounge

COMMITTEE MEMBERS

Justin Mott (Co-Chair)	Debbie Peterson (Co-Chair)
Vacant (Faculty)	Gisel Morales (Classified)
Ricardo Flores (Faculty)	Loretta Amaro (Classified)
Patricia Ellerson (Management)	Monica Martinez- HR Advocate (President Appointed)
Virginia Moran (Management)	Stephen Toner (Prof. Dev. Faculty Coordinator)
Amy Norris (Management)	Violeta Topete (Recorder)

Present: Justin Mott, Debbie Peterson, Gisel Morales, Ricardo Flores, Monica Martinez, Amy Norris, Karen Engelsen (guest)

Absent: Steve Toner, Loretta Amaro, Patricia Ellerson, Virginia Moran,

Recorder: Violet Topete

Call to Order 10:05 am

I. Approval of Minutes: September 13, 2019- Approved.

II. Welcome New Members

Waiting to hear back from Academic Senate on filling the vacancy for a faculty member.

III. Old Business

a. Web Page Updates/Access

Debbie communicated with Steve Toner on what needs to be archived/updated. Will bring a list of items needed to correct to the committee. For starters, travel authorization form needs to be updated.

b. Events Calendar (Who gets access? How do we get access? Who manages it?)

Steve Toner will be providing information.

IV. New Business

a. Budget / Pending Applications for EPD Funds /Attendees Conference Summary Updates

Debbie informed that the new travel authorization form needs to be updated on the EPD webpage along with the application. Amy suggests combining all fund application documents under one form so there is no confusion on what needs to be submitted.

Room has been reserved for Admin Professional Luncheon on 4/24/2020 and guest speaker has been contacted.

Employee Professional Development Committee Meeting Minutes

b. Survey to Classified Staff on Professional Development Ideas

Debbie provided sample survey that will be sent to Classified staff. Once approved by Committee it can be sent out for a period of two weeks and can have results back to Committee by the next meeting. Monica inquires if the survey should be sent to management and faculty also. Justin informs that Steve Toner is providing the faculty requests. Amy Norris suggest asking management where the gaps are with their classified staff in terms of professional development. Debbie suggests Classified be sent first and then one can be done for Management. Amy will request survey to management. Debbie gets the approval to move forward on the Classified survey.

V. Plans for Training Opportunities this Year

a. Classified Staff Day (Fall 2019)

Karen informs about all the initiatives on campus and the effort in recognizing and including staff. December 12, 2019 is the proposed date that seems to work best with staff. There is also an opportunity on November 8, 2019 (because there is availability in the PAC) and have a presenter from other community colleges on what they are doing to promote the caring campus initiative. Currently it is organized to take place in the SAC, but then there will be different break up sections. Karen will provide an agenda to Debbie to share with this committee.

Karen provides update on a position that is being recruited currently for- Dean (Guided Pathways and Professional Development). The goal is for the new Dean position to support this committee.

b. College Day (Spring 2020) Are we involved anymore?

College day is February 28, 2020. Amy spoke with Karen Engelsen who mentioned there may be more for professional development committee to be involved in.

VI. Other /Goals

No comments.

VII. Adjournment 10:50 a.m.

Next regular meeting October 11, 2019 at 10:00 a.m.