



Employee Professional Development Committee Meeting

Meeting Date: February 21, 2020 – 10:00 a.m.
HR Staff Lounge (Building 10)

MINUTES

Present: Justin Mott, Debbie Peterson, Monica Martinez, Stephen Toner, Gisel Morales, Lorena Newson, Amy Norris, Loretta Amaro, Patricia Ellerson, Virginia Moran

Absent: Ricardo Flores

Recorder: Violet Topete

Call to Order 10:08 a.m.

I. Approval of Minutes: January 17, 2020 - MSC: Justin/All in Favor. Minutes approved.

II. Professional Development Opportunities

- a. Results of Survey to Management on Professional Development Ideas
Amy emailed results to Lorena and Justin. Results will be forwarded to committee.

Lorena developed a Professional Development Calendar and discussed the planned events based on the feedback from both Classified and Management surveys.

Committee discussed Faculty and All Staff Professional Development on the proposed calendar.

Debbie inquired if these trainings can be recorded and later posted online. Tim Isbell would be the person to contact. Lorena will contact the speakers to inquire if they are OK with being recorded.

Lorena will be creating flyers for the planned proposed trainings and also inquired with the committee for recommendations for customer service trainer.

- b. College Day (Spring 2020)
Lorena Discussed Faculty Professional Development events for college day.

Steve shared the morning is booked. Afternoon there will be Canvas training, EMP Department Chair training, Dave Oleson will be conducting a training as well (Stop the Bleed). There are currently no trainings scheduled for Classified Staff.

Debbie inquired if the morning session is mandatory to attend. Steve responded per the superintendent/president, he would understand if the night shift was not able to make it. Monica shared that it is mandatory that college day be attended.

- c. Administrative Professionals Lunch (4/24/20, 11:30am-1pm in S.A.C)
Violet confirmed that the room is reserved and the so is the speaker (the committee just needs to send topics of interest for the speaker). Debbie will coordinate the catering. Managers will ask for gift card donations at their next managers meeting. Monica will ask Cabinet for gift card donations as well as asking superintendent/president for flower arrangement donations.

Topics of Interest: Working collaboratively in the 21st Century (team building)

- d. Web Page Update/Access/Events Calendar
Steve Toner reports that over the winter a Faculty Handbook was created. It is currently in OneNote. Steve shared he is the Chair of the technology committee and the committee is planning on how to shift to new technology. Steve is suggesting creating multiple teams. A place to hold all faculty documents is needed. The goal is to have a file for this committee to store documents and professional development materials.

III. EPD Funds Requests

- a. Lorena talked about the budget amount and all the other professional development events on cabinet and asked the committee if they felt this was the appropriate place to manage it.

Amy shared that for accreditation standards, you have to have qualified and competent staff and having a centralized location to keep these records would be a benefit.

Debbie believes that all professional development training should be funneled through Lorena.

V. Adjournment 11:05 a.m.

Next regular meeting March 13, 2020 at 10:00 a.m.