

Employee Professional Development Committee Meeting Minutes

Date: March 15, 2019

Time: 10:00 a.m. – 11:00 a.m.

Location: Staff Lounge

ATTENDEES

Present: Justin Mott, Debbie Peterson, Gisel Morales, Virginia Moran, Jackie Augustine-Carreira

Absent: Patricia Ellerson, Eartha Johnson

Recorder: Violet Topete

Call to Order 10:10am

1. Approval of September 12, 2018 Minutes- MSC Debbie/Gisel; minutes approved.

II. Old Business

Justin would like to get a fresh start on this committee and move in a new direction.

- a. Meeting day/time change - 2nd Friday of each month at 10:00 a.m.
- b. Committee members for vacancies- Justin will put an all call for vacancies.
- c. Web Page update- Violet will follow up on webpage access.
- d. Employee Development Plan/Handbook- Justin asked Violet to email handbook in WORD format to the committee. Justin asks committee to submit their recommendations via email so a draft can be approved at the next meeting.

Going forward Justin would like the committee to work together and would like to delegate certain tasks to each member. Justin would like the committee to come back to the next meeting with topics for Fall training events.

Debbie suggested bringing back the idea of RAMS spirit week (2nd week in May) and ending with a family BBQ on Saturday. Funding would need to be discussed and the possibility of requesting an increase in the EPD budget.

III. New Business

- a. Budget / Pending Applications for EPD Funds /Attendees Conference Summary Updates
MSC Debbie/Virginia, all in favor Not to accept any more Applications for EPD funds for this fiscal year.

IV. Plans for Training Opportunities this Year

- a. Administrative Professionals Day (April 24, 2019); Violet to schedule rooms in Student Activity Center and inquire about Topic Speakers from Keenan; committee to suggest menu ideas.
- b. College Day (Fall 2019)- Committee to bring ideas to the next meeting.
- c. Other Training Ideas

V. Other/Goals

VI. Adjournment: 11:00 a.m.

Next regular meeting April 12, 2019 at 10:00 a.m.