

Employee Professional Development Committee Meeting MINUTES

Date: September 13, 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, Steve Toner, Debbie Peterson, Loretta Amaro, Gisel Morales, Ricardo Flores, AMonica Martinez

Absent: Eartha Johnson, Patricia Ellerson, Virginia Moran, Amy Norris

Recorder: Violet Topete

Call to Order 10:05 am

I. Approval of Minutes: May 10, 2019- No office minutes recorded.

II. Welcome New Members

Justin Mott introduces and welcomes Stephen Toner as the Professional Development Coordinator for faculty and Monica Martinez, VP of HR as the HR Advocate for this committee.

III. Old Business

a. All College Day Thoughts

Ricardo Flores comments that he liked it, and attended the afternoon sessions. Loretta Amaro would like to see more interaction with the Classified staff. Debbie Peterson shares that one of the issues (being on the committee) is making sure students were going to have what they needed on that Friday. There will be an All Staff Day (through student services) geared to Classified. Stephen Toner reports that he received feedback from classified that they would rather have that time for their work if it does not really apply to them. Steve shares that Dr. Walden would really like to have more Flex time for everybody. Monica Martinez informed that the State allows up to 15 days for Flex, but could be excessive, but most Colleges have about six days. Dr. Walden has asked her to look into it for this year. The goal is to have it in place by next year or at least have the discussions going. Debbie Peterson shares that the plan has always been to prepare for College day the semester in advanced, so it's not planned last minute, but it has not worked out that way.

b. Web Page Updates

Justin reports that he or Steve should have access to the webpage.

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IV. New Business

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

Budget is reviewed for approved funds requests. Also, committee is interested in requesting a budget augmentation. Monica reports that she can present a request for augmentation, but the committee would need to prepare a plan on what the funds would be expended on.

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

Debbie suggest a survey be conducted to Classified to inquire what types of activities they would like to see in professional development.

Monica suggest highlighting a department each month on the Professional Development Webpage.

c. Steve's Thoughts/Ideas (Teachers Helping Teachers, Canvas, etc.)

Debbie Peterson asks how Canvas training will be provided to students. Steve Toner reports that for now instructors are going to be reviewing with the students on how to use Canvas.

V. Plans for Training Opportunities this Year

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

Steve reports its part of his job to help support the planning. For Fall it was short notice. It has to be called In-Service Day. Steve will report back to the Committee on its future participation.

b. Reading Apprenticeship (Fall 2019)

The English department is conducting reading apprenticeship training and the goal is to get all the departments to participate.

c. Other Training Ideas

The Committee would like to host Administrative Professionals luncheon on April 24, 2020 and would like HR to reserve the SAC upstairs and reach out to Keenan for a keynote speaker.

VI. Other /Goals

Committee would like HR to reach out to VVCFA for a replacement for Eartha Johnson (she has missed three consecutive meetings).

VII. Adjournment 11:08 a.m.

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