

Employee Professional Development Committee Meeting

AGENDA

Date: May 10, 2019

Time: 10:00 a.m.

Location: Staff Lounge (Building 10)

ATTENDEES

Justin Mott (Chair)	Debbie Peterson (Classified)
Vacant (Management)	Gisel Morales (Classified)
Eartha Johnson (Faculty)	Loretta Amaro (Classified)
Ricardo Flores (Faculty)	Vacant - HR Advocate (President Appointed)
Patricia Ellerson (Management)	Jackie Augustine-Carreira (Prof. Dev. Coordinator)
Virginia Moran (Management)	Violeta Topete (Recorder)

- I. Approval of Minutes:** March 15, 2019
- II. Welcome New Members**
- III. Old Business:**
 - a. Employee Development Plan
 - Handbook to be reviewed by Committee for updates and plan changes
 - b. Web Page Update – (progress?)
 - c. Admin Professionals Day Follow Up
- IV. New Business:**
 - a. Budget / Pending Applications for EPD Funds /Attendees Conference Summary Updates
 - b. Events Calendar (Who gets access? How do we get access? Who manages it?)
- V. Plans for Training Opportunities this Year:**
 - a. College Day (Fall 2019)
 - b. Reading Apprenticeship (May, Summer, Fall 2019)
 - c. RAM Coaches (Fall 2019)
 - d. Other Training Ideas
- VI. Other /Goals**
- VII. Adjournment**

Next regular meeting September 13, 2019 at 10:00 a.m.

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.

Employee Professional Development Funds Requests/Expenditures for FY 18/19

	Application Received	Request to Committee	Application approved	Amount Approved	Amount Reimbursed	Comments
Management						
Sub Total				\$0.00	0	
Faculty						
Evelyn Marquez	9/10/2018	9/12/2018	9/24/2018	500		
David Holloman	9/11/2018	9/12/2018	9/25/2018	500		
Leslie Huiner	2/1/2019	2/5/2019	2/6/2019	500		
Sub Total				\$1,500.00	0	
Part-Time Faculty						
Cynthia Navarro	10/12/2018	10/12/2019	10/23/18	500		
Issa Jraisat	2/28/2019	3/4/2019	3/13/19	500		
Sub Total				\$1,000.00	\$0.00	
Classified						
David Schneider	9/13/2018	9/20/2018	10/1/18	500		
Hector Bustillos	9/24/2018	9/25/2018	10/1/18	500		
Reba Pugliese <i>in place of Pearl Bandringa</i>	11/26/2018	11/26/2018	12/4/18	500		
Debbie Peterson	1/15/2019	1/15/2019	1/22/2019	500		
Andrew Dahl	2/1/2019	2/1/2019	2/5/2019	500		
Nancy Christian	2/1/2019	2/1/2019	2/5/2019	500		
Mathew Bauman	2/1/2019	2/1/2019	2/5/2019	500		
Sub Total				\$3,500.00	0	
Other Expenses						
Admin Prof Day (food)				1000		
Sub Total Other						
Totals				\$7,000	\$0	
Account Balance				\$0	\$7,000.00	

Dear Professional Development Committee,

April 21, 2019

Thank you for helping me present at the 2019 Popular Culture Conference. I deeply appreciate your support in the academic world and gained a great deal of knowledge from the experience. I had a positive experience at this conference and connected with some excellent academics. I learned new perspectives within the field of teaching, learning, and presenting information. I heard some great panels and enjoyed listening to new perspectives on multiple topics.

I attended conference panels which discussed the importance of opening one's mind to more recent cultural trends in learning, teaching, and writing. I plan to utilize what I have learned and apply this sort of knowledge retention to my class instruction.

The general population at the Popular Culture Conference was diverse and I learned more about sensitivity when it comes to discussing unique topics in the classroom. With this positive influencing factor, I feel that I have gained more of an understanding of how to explain controversial topics in my classroom from more than one perspective.

Thank you again for your support.

Sincerely,
Leontine Jefferies, Ph.D.