

Professional Development Committee Minutes

February 10, 2014, 2:00-3:30pm

Attendees: Aasi, Fazal; Bell, Richette; Lieutenant Box, Ramund ; Crozier, Judy; Sasser, Rachelle; Zambrano, Ruth

1. Minutes November 18, 2014
 - a. Approved
2. CPR, AED, and First Aid training
 - a. Lt. Box presented a quote from Cintas for CPR, AED, and First aid training.
 - i. \$4,500 for a group of 40 and \$1,799.40 for 12 Shelf First Aid Kit
 1. Need to decide on 10 optimal placed the First Aid Kits will go.
 2. Training is a 4 hours session. 2 sessions can be held on 2 separate Fridays either from 8am -12pm or 9am-1pm. Box lunches can be provided.
 3. Training can be held at students lounge.
 4. Need to train 60 people. Need a quote for 60 people.
 - a. Professional Development will fund 44 first responders and Managers for training.
 5. Professional Development Committee is next in line to do the training if there is space.
 - b. Judy was first given a quote from Cintas for \$3,000; she will follow up with them to see what the difference was. She will also compare the Cintas quote to the quote she was given from Geraldine.
3. Appreciation Card
 - a. Judy will fix the margins and remove signature space.
 - b. Appreciation Card has been sent to Dr. Curry for approval.
 - c. Suggested locations for appreciation card: Administration building, Barbara Perez office, in the office of all Deans' offices, Library/LRC, Student life, bookstore, student lounge, Welcome center, transfer center, and financial aid.
4. Review conference reimbursement requests:
 - a. Several proposals were reviewed and approved.
5. Conference Reimbursement amount
 - a. The change we voted on Oct. 28, 2013 to make the conference reimbursement \$1,200 per year was changed back to the original amount; \$400 for attending and \$500 for presenting per conference with a maximum of \$1,200 a year. Concerns aroused that funding will run out quickly.
6. Faculty Websites.
 - a. Judy asked Donna Manno if she, Judy, can do the training for Faculty Websites, but she cannot.
 - b. Need to wait for Francine's replacement in order to do the training.
7. Next meeting will be held on Monday March 10, 2014 at 2:00pm in Human Resources conference room.