

## Professional Development Committee Minutes

October 13, 2014 3:30pm to 4:30pm

Attendees: Crozier, Judy; Manikandan, Gayathri; Sasser, Rachelle; Zambrano, Ruth

1. Reviewed and approved the meeting minutes from the September 29<sup>th</sup>, 2014 meeting.
2. Conference Reimbursement Request: Reviewed two conference requests.
  - For Nikki Williams: the request was approved.
  - For Felicia Hatten: the request is pending because 300 word statement was missing.
    - Ruth will work on updating the Conference Reimbursement Request Ballot with new members.
    - Ms. Sasser will provide the breakdown of the money spent for the last year and update us with the conference fund available for this year.
3. CPR/AED Update: MS. Sasser provided the list of first responders and Judy brought the list of CPR training attendees.
  - Judy will check if the two lists matches.
4. "Creating Faculty Website" Training will be offered at Compton Center at SSC 108 and we have the 7 faculties signed up. So we met the minimum participant requirement for this workshop. Judy emailed the flyer to everyone. Let us promote this one!
5. Representing Compton at Professional Development committee at El Camino: Waiting to know more from Dustin Black.
6. Saturday Spring Fling: Soft ball game/Family Picnic
  - We share the field with Major Baseball/softball league, so we need to get their approval as well for reserving the field for our game. Need to contact Reuben James and Stella to reserve the field.
  - The equipment should be maintained in good condition so we can't borrow the college equipment.
  - We need to talk to classified staff to see if we can use any of their personal equipment. We can mention this in union meetings as well.
  - We can do the lottery to choose the teams for the game. We need to decide on the budget, food and other things needed for this event.
7. Making use of available grant opportunities: Once we have the foundation letter, we can use the money or gift cards collected to show gratitude to the faculty and staff for doing flex activities by giving door prizes and/or food.
8. Committee Structure: Each committee needs a minimum of 9 people and we have three vacant positions.
  - Ms. Sasser will let Jennifer Chua (for the classified), Linda Coleman (for the Confidential) and Dr. Curry (for the staff assistance) to fill the respective vacancy.

Next meeting will be held on Monday November 10<sup>th</sup>, 2014 at 3:30pm in Human Resources conference room.