

Professional Development Committee Minutes

August 15, 2016 9:00am to 10:13am

Attendees: Crozier, Judy; Manikandan, Gayathri; Sasser, Rachele; Zambrano, Ruth; Mary Grace-Hall

1. July 2016 meeting minutes was approved.

2. Minutes from Previous Semester:

- Gayathri Manikandan got Sheryl Kimball's help in posting the past meeting minutes online.

3. Goals for the year 2016 - 2017:

1. Presentation about Professional Development Funds at the Fall 2016 Flex Day:

- Ruth will be presenting on Friday 26, 2016 from 11:30 to 12:00pm.
- Went over the presentation and fixed things and Ruth gave a sample presentation.
- In order to get mileage reimbursement, employees need to take the Safe Driver Program. Employees need to email Lt. Box to set up an appointment for taking the Safe Driver Program.
- Mr. Lopez gave permission to post the forms online.
- A complete packet for the reimbursement along with the completed sample form will be available at Human Resources office.
- Brown bag meeting could be arranged so that employees who attended conferences through professional development funds can share what they learned with other faculties and staff.
- Ms. Sasser will contact Ms. Perez to see if flex credit can be given for attending these brown bag meetings.

2. Adjunct Faculty Welcome Lunch on the Fall 2016 Flex Day:

- Due to lack of funds this Welcome Lunch is canceled.

3. Health Fair tentatively on May 10th, 2017 around 10:00am at student Lounge for approximately 3 hours:

- This event is still on.

4. Expenditure Tracking:

- 2016-2017 budget for professional Development activities is going to be approximately \$15,000 (possibly more).
- Our thanks to Mary Grace-Hall who agreed to keep track of all the expenditures. This way the maximum amount for full-timers \$1200 and the Part-timers \$800 will be tracked.
- Mary will create a draft worksheet to track the budget.

5. Miscellaneous: Yet to discuss!

- All members review PSD plan sent by Ruth; on the next PD meeting the Mission statement, goals, objectives and other items can be reviewed and submitted to CEO.

Next meeting → Thursday September 8th, 2016 1:00pm to 2:00pm.