



Employee Professional Development Committee Meeting

Meeting Date: January 17, 2020 – 10:00 a.m.
HR Staff Lounge (Building 10)

MINUTES

Present: Debbie Peterson, Ricardo Flores, Monica Martinez, Stephen Toner, Gisel Morales, Lorena Newson, Amy Norris, Loretta Amaro

Absent: Justin Mott, Patricia Ellerson, Virginia Moran

Recorder: Violet Topete

Call to Order 9:05 a.m.

I. Approval of Minutes: October 11, 2019- MSC L. Amaro/G. Morales

II. Welcome Lorena Newson, Dean Pathways and Professional Learning

Committee Introductions. Lorena talked about her role and how she can help with professional development activities. Lorena reports on the results of caring campus events and compiling a calendar for the spring.

III. Professional Development Opportunities

- a. Results of Classified Staff Survey on Professional Development Ideas
Results discussed by Debbie Peterson
- b. College Day (Spring 2020)
Steve Toner discussed there are some ideas for the afternoon sessions for faculty workshops.
- c. Administrative Professionals Lunch (4/24/20 in S.A.C.)
Violet reserved the rooms in the student activity center and has reserved Kathy Espinoza of Keenan to be a guest speaker. Kathy will need to know what topics we want her to cover.
Debbie will secure catering and will reach out to managers for gift cards
Monica will speak with Superintendent/President to request if he can donate the flower arrangements

Volunteers from the committee will be needed the day of the even to help set up

d. Web Page Update/Access

Steve Toner and Debbie Peterson were working on what updates are needed. Violet informed that she also has access to the webpage to make any necessary updates.

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

IV. EPD Funds Requests

a. Budget

Current budget was reviewed. Committee requested that \$1,500 be allocated for the Administrative Professionals Lunch

b. Summary from Magdalen Chavez

Reviewed by the committee.

V. Adjournment 10:55 a.m.

Next regular meeting February 21, 2020 at 10:00 a.m.