

Professional Development Committee

October 2, 2017
Agenda
LA-202

Committee Members Elaine Akers; Ana Bojorquez; Jay Danley; Jeremiah Gilbert; Laura Gomez; Rania Hamdy; Susan Mattson; Dolores Moreno; Romana Pires; Matthew Robles; James Smith; Dena Peters

Agenda

Consent Agenda 3

Other Business 4

Consent Agenda:

Name: Nicole Williams, FT Classified, President's Office

Activity: The Extraordinary Administrative Professional

Sponsor: Skillpath Seminars

Location: Palm Springs, CA

Dates: 12/14/17

Purpose: Gain essential skills that will help to handle people, projects, and challenges. Working for multiple managers; practical problem solving/ organization skills; delegation techniques; meetings and events; written communication; people and personalities; stress reduction; handling difficult people; dealing with office politics/ managing your time; and dealing with stick situations.

Costs: Reg: \$149 Trans: \$87.78 Hotel: \$200.00 Meals: \$112 TOTAL: \$538.78

Name: Tarif Halabi, FT Faculty, Applied Technology

Activity: International Society of Automation/Train the Trainer (ISA/TTT) Boot Camp

Sponsor: LA/OC Advanced Manufacturing and Advanced Transportation

Location: Anaheim, CA

Dates: Sept. 25-28, 2017

Purpose: 1) This five-day intensive training will cover a broad range of technical topics needed for Electricity/Electronics Automation courses. This course covers basic instrumentation fundamentals and ending with the advanced and ultimate in smart technology; 2) this comprehensive program will serve as a vital building block to professional development and skills enhancement efforts, serving as a solid foundation for advanced automation and control classes.

Costs: Reg: -0- Trans: \$139.10 Hotel: -0- Meals: -0- TOTAL: \$139.10

Name: Anthony Ababat, FT Faculty, Applied Technology

Activity: International Society of Automation/Train the Trainer (ISA/TTT) Boot Camp

Sponsor: LA/OC Advanced Manufacturing and Advanced Transportation

Location: Anaheim, CA

Dates: Sept. 25-28, 2017

Purpose: Purpose: 1) This five-day intensive training will cover a broad range of technical topics needed for Electricity/Electronics Automation courses. This course covers basic instrumentation fundamentals and ending with the advanced and ultimate in smart technology; 2) this comprehensive program will serve as a vital building block to professional development and skills enhancement efforts, serving as a solid foundation for advanced automation and control classes.

Costs: Reg: -0- Trans: \$299.60 Hotel: -0- Meals: -0- TOTAL: \$299.60

Additional Information
Review and Approve Minutes <ul style="list-style-type: none"> Minutes, 9/18/17
Flex Day, October 3 Update
Budget Update
Review Processes & Guidelines
Next Meeting: October 16, 2017
Flex & Flex Reports <ul style="list-style-type: none"> <u>Flex Committee*</u>: <ul style="list-style-type: none"> A-C Suzi Mattson/Matthew Robles* D-G Romana Pires H-K Jeremiah Gilbert L-N Elaine Akers/Judy Jorgensen O-S Dolores Moreno T-V Jay Danley W-Z Laura Gomez
*Committee updated Fall 2017
<i>Committee Charge: The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee is responsible for planning, programming, and the communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty on the committee also serve as advisory to the sabbatical leave committee and the campus flex committee. (1stand 3rd Mondays, 2:00–3:00)</i>