

Professional Development Committee

OCTOBER 2, 2017
MINUTES
LA-202

Committee Members Attended Elaine Akers; Jeremiah Gilbert; Laura Gomez; Judy Jorgensen; Susan Mattson; Dolores Moreno; Dena Murillo-Peters; Rania Hamdy; Christina Torres (new member)
Guests:

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Consent Agenda:

GUIDELINES for considering and approving conference requests submitted to the Professional Development Committee:

The Professional Development Committee has approved funding for conferences and seminars **up to \$750 per year per full-time employee** for professional development for the 2017-2018 academic year.

A maximum of **\$1,000 will be available per conference or workshop for up to two (2) or more people** applying for the same event. Funding is available on a first-come, first serve basis.

Adjunct employees may be funded for up to \$250 per year for professional development.

Presenters are entitled to additional funding up to \$200.

Any employee who receives funding may be requested to share gained information with the campus community.

Two agenda items, for Halabi and Ababat, were pulled for discussion. It was noted that the activity dates for these two requests for funding occurred after the committee; therefore, the committee discussed denying these two items. Jeremiah Gilbert motioned to approve the remaining agenda item and to deny the two items pulled for discussion; Matthew Robles 2nd the motion. All in favor said aye; no nays; one abstention (C. Torres).

APPROVED FOR \$538.78 per the guidelines outlined for professional development funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2017-2018 academic year.

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

DENIED for professional development funding a request went to the committee after the activity dates; therefore, your request was not submitted in a timely manner. Employee encouraged to submit requests for committee agenda at least six to eight weeks prior to an activity.

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

DENIED for professional development funding a request went to the committee after the activity dates; therefore, your request was not submitted in a timely manner. Employee encouraged to submit requests for committee agenda at least six to eight weeks prior to an activity.

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: Introductions around the table for the new member, Christina Torres.

Review and Approve Minutes: Minutes from 9/18/17 were reviewed and accepted as written. Matthew Robles motioned to accept the minutes; Dolores Moreno 2nd the motion. Minutes accepted by general consensus.

Flex Day, October 3 Update: Rania Hamdy highlighted the reminder emails going out to promote Oct. 3 Flex Day activities. Lots of registrations have been submitted, a large amount for the yoga class. There will be several other workshops taking place throughout the day, eg., OU Campus, Convas; DSPTS accessibility, VAWA.

Rania also looking into an active shooter training due to the recent shooting in Las Vegas. There have been a lot of inquiries with requests to have an all-campus training. She will be sending out an email to promote this activity for Friday, Oct. 6, from 11 a.m. to 1 p.m. in the Library Viewing Room.

Also looking into offering a course to assess for suicide.

Budget Update

Review Processes & Guidelines: Dena Peters reviewed the updated webpages for the Professional Development Committee.

Next Meeting: October 16, 2017

Flex & Flex Reports

- **Flex Committee*:**

A-C Suzi Mattson/Matthew Robles*

D-G Romana Pires

H-K Jeremiah Gilbert

L-N Elaine Akers

O-S Dolores Moreno

T-V Jay Danley

W-Z Laura Gomez

*Committee updated Fall 2017

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. (1st and 3rd Mondays, 2:00-3:00)