

**Minutes of the
Professional Development Committee Meeting
February 27, 2018, 3 – 4:30 p.m., FM110**

1. Call to Order
 - 1.1. The meeting was called to order by Wendy Bates at 3:06pm.
 - 1.2. Members Present: Darius Kalvaitis, Tina Vaughan, Rory Johnson, Wendy Bates,
 - 1.3. Members Absent: Mark Bernards, Tatiana Robinson, Kintay Johnson, Dan Calderwood, Wendy Riggs, Kerry Mayer, Sheila Hall, Joselle Wagner
2. Action Items
 - 2.1. The November 30, 2017 minutes were approved.
3. Discussion
 - 3.1. Reviewed Calendar of year-to-date trainings and discussed upcoming professional development offerings. Paul Chown is going to be providing Access trainings on a department by department basis. Barb Jaffari is going to be conducting Word and Excel trainings.

There was conversation regarding the amount of trainings in the fall and how good it was to see more trainings in the spring than the fall (both were good but nice to see). Also it was good that we had the Neuroscience guest speaker here as the training list shows we had a lot of attendees.

Conversation led to convocation in August and Rory discussed Del Norte wanting to present on Pelican Bay. Wendy asked him to email her his request for any particular time slot. Also regarding convocation it was stated the email about convocation topic ideas should be resent to everyone to remind them to email Wendy ideas for convocation as the week of January 19th (when it was originally sent out) was a very busy week for the college and the email may have been missed or overlooked. Wendy stated she will resend.

4. Reports/Old Business
 - 4.1. Discussion about the PDC website and updates that need to be made such as adding meeting minutes more timely and consistently as well as ensuring the committee membership is up to date.
5. Future Agenda Items
 - 5.1. Professional Development for Staff was discussed as Kintay brought it up at the last PDC meeting. It was discussed that for classified staff who work in some departments that aren't special programs they may not have money to attend trainings or conferences, where those who work for special programs do. The question arose if professional development funds can help supplement the training/conference fees for the classified staff who do not work for a program that is plentiful with funds. It was also discussed how faculty have \$20 or \$30k annually for training (for all faculty), and there is a process and application must be completed,

reviewed, etc. Classified staff only received release time through their CBA to attend training/conferences, not funding. Wendy stated she would look into it and provide feedback at the next meeting.

6. Announcements/Open Forum

6.1. Wendy stated she would bring a copy of the new survey to the next meeting for everyone to see before it is sent out to all.

7. Adjournment at 3:45 p.m.

Next meeting Tuesday, March 20, 2018, 3:00 p.m. to 4:30 p.m., FM 110