

October 11, 2016

3:30-4:30, AC 303

Minutes

Present: Tonya Hersch, Connie Lehua, Stacey Lince, Gina Longo, Beth Patel, James Stopher, Javier Urena

Absent: Beth Pratt

Agenda Review

Today's Agenda approved.

Minutes

Minutes from 9.27.16 meeting were approved.

Beth Patel led the meeting.

Classified Professional Development Day Planning: Final

- Need copies of the program to handout
- Evaluations of the event will be distributed at the end of the afternoon session.
- A final reminder email will be sent out this week.
- Posters & flyers have been distributed.
- Stacey has already received 15 RSVPs for her session (she had requested RSVP's due to limited space in the computer lab).
- Lindsay Bacigalupi has booked all the rooms.

Professional Development Plan Updates

- Beth distributed copies of the PDP & Strategic Plan. It should be updated by the end of the semester.
- Tonya distributed copies of the FLIT Report. She will email the FLIT worksheet.
- The Committee should review the Strategic Plan & FLIT Report to see how they relate & can be tied to the PDP.
- Areas of PDP to review for revisions/additions:
 - Organization of the plan.
 - Mission.
 - Incorporating objectives from the Strategic Plan.
 - Add Campus Culture (equity, campus morale)
 - Employee Excellence - Classified Staff
 - New Faculty Orientation
 - Mentor Academy
 - New Employee Orientation
 - SkillSoft/Lynda available to employees for training
 - Classified Training/Staff Development Coordinator Position
 - FLIT Worksheet (Tonya will email).

Next Meeting is Tuesday, October 25, 2016.

Future Agenda Items: Classified Professional Development Day Debrief, Continue with Updating PDP.