

**April 25, 2017
3:30-4:30, AC 229
Minutes**

Present: Gina Longo, Tonya Hersch, Beth Patel, James Stopher, Javier Urena

Special Presenter: A Joe Ritchie

Absent: Connie Lehua, Stacey Lince, Nicole Oldendick

Beth Patel led the meeting.

Agenda Review

Today's Agenda was approved, but it was decided that A Joe's presentation/proposal would be moved to top of the agenda.

Minutes

Minutes from April 25, 2017 meeting were approved.

A Joe Ritchie/CIS Department:

A Joe proposed offering a Professional Development opportunity to COM employees from the CTE/CIS Department:

MOS Certification:

- The CTE Department has purchased 500 MOS Certification Exams.
- The exams have a one year expiration date & they will probably expire before students use all of them, so this is a win-win for Employees & COM. It would also increase our reporting numbers to the State.
- The CTE Department purchased the Certification Exams in response to a report by the Chancellor's Office Center for Excellence that was the result of a statewide survey of what employers are looking for. Employers are seeking to hire people who have skills in the various Microsoft Office software such as Excel, Access, and PowerPoint.
- Employees could sign up for lab classes which include test prep & then receive certification when they pass the exam.
- The first proposed offering would be a 6-week open lab during the summer. Employees could take the course for .5 units. The second offering would be enrolling in the 8 week courses during the regular semester. Employees could then take the certification exams for free.
- Employees could submit Employee Fee Waiver Applications to waive the enrollment fees for the classes, so the classes & certification would be free.

Faculty/Staff Appreciation Luncheon

- Beth distributed a Planning Checklist.
- Beth met with Susie to discuss food & set-up.

- Gina Worked with Shook Chung to update the Marketing Materials. Posters & postcards are on order.
- Emails have already been set-up with Nicole Cruz to go out to the DL: Save the Date, Invitation/RSVP, and RSVP Reminder. RSVP's will include vegetarian option. Those who choose vegetarian will receive a special ticket at check-in.
- Nicole Cruz will add Luncheon to the President's Blog.
- Beth will check with Connie about HR staffing the check-in table.
- Beth is working on Raffle prizes

Flex Update:

- Cari Torres asked Beth to hold off on sending out the call for fall Flex proposals until she & Jonathan Eldridge could determine the areas of focus for Flex sessions from the Accreditation Team Report.
- Jonathan's working with UPM working with UPM President, Laurie Ordin on a statement to faculty regarding Flex proposals.

New Building Plan

- Tonya discussed the Butte College and College of the Canyons Teacher Learning Centers/Professional Development Centers. She shared about her visits to those campuses.
- We would like to have Shirleigh Brannon from the library come to PDC to talk about the Butte College center, since she used to work there & it is housed in the Library Building. It could be a good model for the new COM Building.

Next Meeting is Tuesday, May 9, 2017.

Future Agenda Items: Faculty/staff appreciation luncheon, Flex update, New building plans continued.