

Minutes: September 11, 2018

Special Planning Meeting for Fall Classified Professional Learning Day: Friday, Oct 12, 2018

3:30 – 4:30p.m. AC 303

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

Guests: Alexander Jones/Career Internships & Partnerships, Leslie Lee/HR, Monica Rudolph/Classified Senate, Sadika Sulaiman Hara/Student Affairs & Advocacy

Beth Patel lead the meeting.

Workshop Ideas & Possible Presenters

- Interactive/Get out: presented by COM Gardeners
- Communications Workshop: presented by SISC
- Launch of the New Flex/Learning Management Software/Site
- Unconscious Bias - Equity Workshop: presented by Lasana Hotep (paid/not COM Employee)
- BANNER 9 Student Module Overview: presented by Jon H.
- M & O Job Specific: Health & Safety training by Francisco Littlejohn
- Emergency kits: presented by Kim Foulger
- Screening Committees/Equity Hiring presented by Nekoda Harris, Mia Roberthshaw
- Bringing out your best self in interviews for Internal COM positions:
Promotions/opportunities: presented by HR
- Resume, cover letters, updating existing ones: presented by Alex
- Governance committees, Roberts rules of order, running a meeting.
- Taking effective minutes.

Schedule 9am-2:45pm

- Opening session everyone/team building activity
- Morning Session: 1st breakout
- Lunch
- Afternoon session: 2nd breakout

For Next Tuesday's PLC Meeting

Beth will work on fleshing out ideas, details & rough schedule