

**Minutes: September 25, 2018**

**3:30 – 4:30 p.m. AC 303**

**Present:** Carol Hernandez, Tonya Hersch, Connie Lehua, Stacey Lince, Gina Longo, Ron Owen, Beth Patel, Fitry Rahmadianty, Connie Siegenthaler, Javier Urena

**Absent:** Shook Chung (in office working on promotional materials for CPLD), James Stopher

**Beth Patel led the meeting.**

- Approve minutes and agenda
- Welcome to new member
- Classified Professional Learning Day
- ProLearning
- Update on PL webpage
- BP/AP Review - Please review attachments and make notes **before** our meeting.

**Agenda Review**

Today's agenda approved.

**Minutes**

Minutes from August 25 & September 11 special CPLD planning meeting approved.

**Welcome New Member**

- Fitry Rahmadianty, Student

**Classified Professional Learning Day**

**Opening:**

Sadika Sulaiman Hara, Dir SS –Activities & Advocacy and Teresa Perales, Equity & Activities Program Coordinator.

**Sessions:**

- Ron is working with Anthem to present 2 sessions.
- Ryan Byrne coordinating a physical activity at the Gym.
- Kim Foulger & Joanna Pinkney: Setting up an Emergency Kit.
- Jon Horinek: Banner 9/Computer Lab (afternoon)
- Stacey: ProLearning/Computer Lab (afternoon)
- Dianne O'Donnelley: Kindness Rocks

**Lunch:**

- Connie S. ordering hot lunch from Fresh & Natural (Susie), reserve lunchroom.
- Gina & Ron touch base regarding ice breaker activity during lunch.

**Publicity:**

- Shook to update email graphic & give to Nicole Cruz for email invitations, reminders
- Shook will incorporate new ProLearning logo on CPLD marketing materials.

- Program: Beth & Tonya
- Attendees will use ProLearning to sign up for session workshops.
- One more meeting prior to the event (October 9).

**ProLearning Cornerstone Software Pilot Program**

- Shook has developed a logo for ProLearning.

**Advantages to ProLearning software:**

- Easy access through MyCOM login
- Access to Vision Resource Center/California Community Colleges Chancellor's Office
- Managers can assign compliance training
- Browse feature to search for trainings
- One stop shopping for training software such as Lynda & Skillsoft
- Employees can track their own professional development training
- Calculates flex obligation for faculty
- External trainings can be added
- Working on adding FAQ's
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**Professional Learning Website**

Shook is working on the new website & incorporating new ProLearning logo for branding.

**BP/AP Review**

Deferred to next meeting.

**Adjourn.**