

Minutes: May 14, 2019

3:30 – 4:30 p.m. AC 303

Present: Shook Chung, Luc Citroen, Carol Hernandez, Tonya Hersch, Connie Lehua, Stacey Lince, Gina Longo, Beth Patel, Connie Siegenthaler

Guests: Cara Kreit

Absent: Ron Owen, James Stopher, Javier Urena

Beth Patel led the meeting.

Agenda Review

Today's agenda approved.

Minutes

Minutes from April 23rd meeting were approved.

Requests for Classified Staff Development

The following requests were approved for up to \$500:

- Shook Chung
- Nicole Cruz
- Patience James
- Joseph Scarcella

Funding requests are for 19-20 fiscal year.

Faculty Appreciation/Retiree reception luncheon: May 23rd from 12noon-1:30pm

- Marketing materials have been updated. Posters will be distributed in mailboxes at both campuses.
- Initial email invitation & reminder email have been sent. RSVPs are trickling in. Second reminder email will be sent next week.
- Shawna Callahan in HR is coordinating retiree invitations.
- **Beth:**
 - order balloons from Craig's Warehouse & submit School Dude for Gabe to pickup/deliver on the morning of the event.
 - Buy black tablecloths
- **Gina:**
 - Get supplies from SMN storage
- **Stacey:**
 - Buy flowers for tables and prizes.

Set-up: May 23rd 10am

Set-up Crew:

Connie S. Tonya, Carol, Cara

Logistics:

- All supplies dropped off by 10am
- Connie S. will bring extra pens, sign-in sheet, and postcards for tables.
- Need seats in front for ASL Interpreter.
- Stacey and Carol will handle the raffle.

Professional Learning Needs Survey

- Ready to Go – Will plug the survey at Appreciation Luncheon.
- Nicole Cruz will send it out Appreciation Luncheon marketing campaign is finished.

2019-20 Planning

- Cara Kreit is applying for the Faculty PLC Co-Chair position which is open, since Beth will be on sabbatical.
- Faculty will submit their Flex Verification through ProLearning.
- Improve communication regarding what is acceptable for Flex.
- Requests for proposals have been sent.
- Connie S. will be the classified resource going forward.
- Classified Professional Learning Day planning: fall and spring
- Need to decide how the \$32k classified staff development funds will be spent. Invite Reps from both classified unions (CSEA & SEIU) to PLC meeting to provide input/direction in early fall.

Next Meeting

- Fall Term: August 27.

Adjourn