



Professional Development Committee

MINUTES

December 8, 2015

Room 611, 3:30 pm – 5:00 pm

1. Call to Order
2. Roll Call: Charles Spillner (Math Science); Marion Cowee (Social and Behavioral Science); Inge Bourdon (Health Occupations); Ginger Cain (Health Occupations); Tracy Drake (Human Resources)
3. Approval of Agenda – December 8, 2015.
4. Approval of Minutes – December 1, 2015.
5. Comments from the Public (3 minute limit per person).
6. Action Items –
  - 6.1 Confirm venue and accommodations needed that include seating, audio/visual/internet.
    - Entry through the lobby by the circular drive (south lobby). Ginger will lock the other lobby.
    - Audio/visual through IT. Helpdesk ticket. Tracy contacted Kimo to set up in the gym. Will have to contact Kimo with needs.
    - Sam will put down carpet for 50 chairs
    - Ginger will look into getting a screen. Setup and take down. Cost \$1700. Too expensive
    - Set-up June 7 afternoon.
    - Chuck will submit an Facilities ticket with JJ for chairs in the gym and tables in the lobby.
  - 6.2 Draft Spring 2016 PD Program with Room assignments.
    - Tracy can't get CalSTRS but will schedule for Fall.
    - Confirmed continental breakfast to be served in the gym and lunch in the cafeteria.
    - No curriculum meeting needed this spring but schedule on in the fall.
    - Add a Google Drive workshop to the program.
    - Complete and send out by the end of finals.
7. Additional items
8. Announcements – This is the last meeting of the Fall 2015 semester.
9. Adjournment