

Employee Development Minutes
Tuesday, November 14, 2017
LC-51

Committee Member	Constituent Group	Present	Absent
Dr. Adriana Flores-Church	Administration	X	
Gary Pritchard	ACCME		X
Dr. Valyncia Raphael	ACCME	X	
April Griffin	Faculty Senate	X	
Michelle Lewellen	Faculty Senate		X
Dr. Ni Bueno	Faculty Senate		X
Kimberly Rosenfeld	CCFF		X
Nora Laredo	CSEA	X	
Lynn Laughon	CSEA	X	
David Ward	CSEA	X	
Rebecca Pang	Confidential	X	
David Betancourt	Flex Coordinator	X	
Monica Acuna	Staff Development Assistant	X	

Welcome:

Introductions around the room.

Minutes:

Minutes approved with revision.

Survey Results:

278 employees took the survey.

Results as followed:

- Dealing with Difficult People 52.16%
- Learn how to read your paycheck 48.92%
- CPR 43.88%
- Conflict Resolution 43.53%
- Relaxation Techniques 39.93%
- Active Shooter-what to do? 38.85%
- Cloud Storage 38.85%
- Title IX – what does it mean? 36.69%
- Effective Communication Skills 35.97%
- Shor Tel 21.58%
- Syncing your mobile devices 21.58%
- Customer Service 15.11%

Tentative Dates for Professional Development Conference:

Suggestions made:

- Avoid the end of either semester
- During Spring Break
- August 2018 before fall semester
- November 2, 2018 – due to no payroll being due
- January 2019

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Schedule Meeting Dates:

The committee scheduled a follow up meeting for December 7, 2017 from 1:00-2:00 pm.

Around the Table:

Lynn suggested Dr. Fierro be the keynote speaker for the Conference.

Monica recommended not including CPR due to the time constraint.

Dr. Raphael suggested including a diversity track.