Professional Development Committee: <mark>Minutes from the September 22, 2015 meeting</mark>

Present: Elizabeth Baez, Lynnette Beers-McCormick, Lupe Cervantes, Martin Stringer, Irma Delatorre, and Tiffany Gause

Note-take: Tiffany Gause

1. Spring FLEX week scheduling of workshops/sessions were discussed. Requests that come in to the committee for activities need to follow protocol. The collective creation of the calendar will adhere to the calls which are sent out by the committee nonadministrative chair.

2. <mark>Lynnette shared the need to consider all staff and faculty when offering of FLEX events. Response from surveys sent out should inform calendar offerings and creation. Not attempting to consider all staff & faculty when offering activities seems exclusionary.</mark>

3. Any request for FLEX activities should follow the protocol of responding to the calls sent out by the committee chair.

4. <mark>The survey of classified faculty yielded much response. The times available are the number one reason staff do not attend flex sessions. Following that, the sessions were not of particular applicability to staff, according to the survey results. Staff included several reasons why attendance was low, and offered some suggestions for more inclusiveness.</mark>

5. Brainstorming for classified specific opportunities including health & stress, communication, and computer skills. What time frame would work best? Days? Perhaps shift offerings? And exploration into dual purpose offerings.

6. Lynnette expressed an interest into exploring changing the name of the FLEX calendar to it being the Professional Development Committee. Is there a process for this? Martin and Lynnette to explore.

7. Equity flex activities should be considered because of the opportunities through funding that are available. Joseph Alonzo is exploring proposals. Marilyn Flores will follow up with UCLA trainer as requested by Lynnette.

8. Should there be a professional development logo to help with promoting of professional development opportunities? Committee agrees to explore this.

Q1 If none of the professional development topics interest you or if you are not planning to attend any session, please explain why (check all that apply):

Answered: 31   Skipped: 5
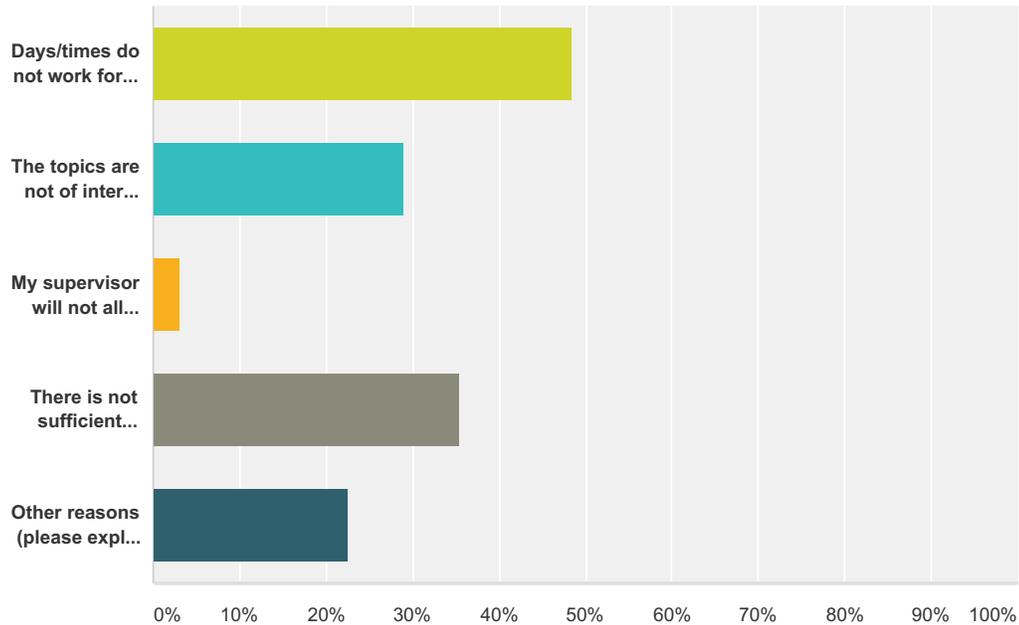
Answer Choices	Responses	
Days/times do not work for me or are in conflict with my work schedule.	**48.39%**	15
The topics are not of interest to me.	**29.03%**	9
My supervisor will not allow me to attend.	**3.23%**	1
There is not sufficient coverage in my work area for me to leave to attend any of the sessions.	**35.48%**	11
Other reasons (please explain below)	**22.58%**	7
Total Respondents: 31		

#	Other reasons (please explain below)	Date
1	I have already attended the 2 that I would be interested in attending.	8/17/2015 3:10 PM
2	I have way too much work to get done	8/14/2015 11:28 AM
3	Understanding that "what's good for the goose isn't necessarily good for the gander," offering staff developement activities during many classifieds' peek season (just before a term begins) doesn't really send a message that these trainings are meant to be ALLinclusive.	8/11/2015 9:30 AM
4	I have already taken 3 courses from the list, besides I think most are for Faculty. Additionally, we have limited "down" times when the library is closed, and have much to accomplish in those times.	8/11/2015 9:11 AM
5	Most of the topics do not apply to classified. They are more classroom or fund generating focused. A couple of them do apply to classified (lhow to deal with difficult students, etc), but mostly faculty focused training.	8/11/2015 7:32 AM
6	Topics are geared more towards people who are in the classroom	8/11/2015 7:14 AM
7	Training new employee	8/10/2015 6:59 PM

Fall 2015 Professional Development – Classified Survey

Q2 What types of sessions would be of interest to you?

Answered: 27   Skipped: 9

#	Responses	Date
1	Many of the topics were of interest to me however, I was unable to attend do to the above mentioned explanations.	8/19/2015 9:32 AM
2	Any kind of office training is a preference. Even if a topic is not covered during my assigned time, I still attend when I can.	8/18/2015 9:11 AM
3	How to handle job stress, dealing with difficult people, how to create a happy work environment	8/17/2015 4:40 PM
4	Explanation of Unions Classified Staff fall under.	8/17/2015 4:29 PM
5	computer skills, communication, personal growth	8/17/2015 3:10 PM
6	none	8/17/2015 12:47 PM
7	As a district we have switched to a couple of online applications: submitting absence/ vacation cards via WebAdvisor, and using the Employee Information System (EIS) to view our payroll information (i.e., pay stubs, W-2's, sick/ vacation leave balances, etc . . .) A step by step workshop showing employees how to access and properly use these tools would be great.	8/17/2015 12:44 PM
8	I like what we have. I would enjoy sessions on Outlook, Excel and other MS programs. Explaining about the budget and how it affects SCC & district. Accreditation.	8/17/2015 8:03 AM
9	Datatel sessions, adobe, outlook, excel workshops would help sharpen my office skills.	8/17/2015 7:30 AM
10	energy saving or management solutions, streamlining or ways organize that would help to do maintenance better and quicker, safety classes that deal with stuff we actually use.	8/17/2015 7:16 AM
11	N/A	8/17/2015 7:05 AM
12	All of them	8/14/2015 12:00 PM
13	Computer program courses Excel, Windows, Outlook	8/14/2015 11:35 AM
14	Any and all job skills training.	8/14/2015 11:28 AM
15	Crowd funding, all things emergency, adobe acrobat, equity, and student discipline	8/14/2015 11:17 AM
16	more software training/workshops ergonomics/physical health/exercises you can do while sitting	8/12/2015 3:01 PM
17	Activity based learning workshops.	8/11/2015 3:37 PM
18	Student interaction	8/11/2015 11:28 AM
19	Team building activities that would require faculty and staff to work together. Theoretically, we're all on the same team but I think, sometimes the left hand doesn't appreciate the challenges of the right hand and vice versa. Developing software skills such as Outlook or PowerPoint and definitely Datatel for faculty (even if it's read-only access...	8/11/2015 9:30 AM
20	Microsoft Office Suite (Outlook, Excel, Publisher, Word)	8/11/2015 9:11 AM
21	Software training (advanced Excel or Word 2013 training or training related to video, Prezi or PowerPoint presentations),	8/11/2015 9:04 AM
22	Software and computer training	8/11/2015 8:13 AM
23	I like to learn how to use software that I might actually use at my job. (I might attend the Adobe Acrobat Pro class.)	8/11/2015 7:45 AM
24	managing stress in the workplace; CSEA offers training that can be used for professional growth (and it is of no cost); software classes; Spanish classes would be very beneficial.	8/11/2015 7:32 AM
25	Technology - general, use of Excel, Word, PowerPoint, Outlook = useful programs used in an office setting. How to sessions (organization, time management for office staff). How to take the next step in your career. Who to contact for what on campus and in the district. How classified members impact committees and the campus in general - how diverse are we and what do we do.	8/11/2015 7:14 AM
26	emergency response, crisis intervention and the like	8/11/2015 6:52 AM

| 27 | Shortcuts ie: CTL and P, soft copy filing management | 8/10/2015 6:59 PM |

Q3 What would entice you to attend professional development sessions on campus?

Answered: 25   Skipped: 11

#	Responses	Date
1	Office coverage would be helpful, the activities should be offered multiple times throughout the week. As a department of one, I have a tremendous amount of work that is time sensitive and needs to be completed.	8/19/2015 9:32 AM
2	Any kind of office training is a preference	8/18/2015 9:11 AM
3	Held at a time not so busy. The week before class begins is too busy for our office.	8/17/2015 4:40 PM
4	Applicable information	8/17/2015 3:10 PM
5	The topics are interest to me but my time is conflict	8/17/2015 12:47 PM
6	I am always interested in learning the only problem is when the sessions are offered, usually that busiest time for Student Support, right before schools starts.	8/17/2015 8:03 AM
7	Interesting and useful workshops would entice me.	8/17/2015 7:30 AM
8	see above ...oh and food =)	8/17/2015 7:16 AM
9	Overtime	8/17/2015 7:05 AM
10	Time off from work to attend. Thanks	8/14/2015 12:00 PM
11	Trainings in which I can serve students better like assisting guardian scholar students, safety trainings, how to make SCC a better working place.	8/14/2015 11:35 AM
12	Professional development credits toward a pay increase would be great.	8/14/2015 11:28 AM
13	The release time from my administrator.	8/14/2015 11:17 AM
14	I attend.	8/12/2015 3:01 PM
15	Approved time off to attend.	8/11/2015 3:37 PM
16	Subject matter, location, duration of session.	8/11/2015 11:28 AM
17	I think it really needs to be promoted on campus that these Flex week activities really are for everyone. It also would be nice if supervisors were encouraged to somehow show that each classified employee got to attend at least one activity.	8/11/2015 9:30 AM
18	The session would have to be something that would be VERY beneficial for me, since I would be sacraficing time away from my duties.	8/11/2015 9:11 AM
19	Shouldn't need to be "enticed." Supervisors need to set expectations that this is important for the employee and the institution.	8/11/2015 9:04 AM
20	interesting topics and knowledgeable presenters	8/11/2015 8:13 AM
21	If they were related to my job duties. The events are geared towards helping teachers teach better. I don't teach.	8/11/2015 7:45 AM
22	Having some scheduled for evenings or weekends. Outside ot our work schedules, so we do not have to use vacation time to attend (if we are looking to gain professional growth increases)	8/11/2015 7:32 AM
23	Appropriate topics for office personnel	8/11/2015 7:14 AM
24	more staff to share the workload with	8/11/2015 6:52 AM
25	If I can attend...no enticement needed.	8/10/2015 6:59 PM