

9/25/18
KEEP



PROFESSIONAL DEVELOPMENT COMMITTEE

Agenda

Thursday, September 18, 2025

3:30 p.m. – 4:30 p.m.

HR Conference Room (Zoom)



MEMBERS

Alexandra Bentley
ASBG

Stefanie Aye ^{HR ANALYST}
Supervisory/Confidential

Diane Auten
Academic Senate

Jon Nichols
CSEA

Mary Patrick
Management Association

Santino Lopez
Part-Time Faculty

Co-Chairs:

Ruben Ramirez
& Director HR

Note Taker:

Carla Castillo - HR TECH

Current/Action Items

1. Goals and Functions
2. Create a mission statement
3. Calendaring all PD events - 320 FRI 61300HRS

Information

1. PD website - ~~RENG~~ UPDATED by STEFANIE

Pending Items

1. PD Process

Next Meeting

~~Thursday, October 23, 2205~~

FRIDAY OCT 17, 2025 1300HRS B-205

9/18/25

Professional Development/Training Committee (BY-Laws?)
Reports to: Human Resources Council (CCPO manual)

Functions

1. Facilitates and encourages skill development/training, support, employee retention.
2. Schedules institutionally developed workshops, conferences, and skill development training sessions.
3. Develops guidelines for the creation and development of staff training and professional development opportunities.
4. Facilitates the tracking system for professional development activities.
5. Identifies skills development and cross training needs and assists in facilitating that need.
6. Identifies employees who can provide staff development training.
7. Conducts needs assessments surveys to determine training needs.
8. Performs regular assessments/evaluations of training activities to determine effectiveness.
9. Manages and publishes annual calendar of professional growth activities and training opportunities.
10. Communicates professional development activities monthly in District newsletter.

Co-Chairs

Director, Human Resources/EEO, or designee (co-chair)

Management Association (1) (co-chair)

Membership and Appointment

Academic Senate Professional Development Committee Chair (1)

ASBG (1)

CSEA (1)

Faculty Association (1)

Part-time Faculty Association (1) - SONNI

Supervisory/Confidential (1)

Length of Appointment

Faculty, classified, supervisory/confidential, management appointed members generally serve a two year

term. Other members are permanent members.

Meetings

Regularly scheduled meetings will be held monthly, with the time and day established each semester.

Agenda

Agenda items are the responsibility of the chair. Proposed agenda items should be submitted to the

chair by committee members no later than two days before the meetings.

Notes

Notes will be maintained by the chair and distributed to all members.