

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

*October 22, 2015*

*9:00 a.m. to 10:00 p.m.*

*Human Resources Conference Room*

- 1. Welcome**
- 2. Review/approval of meeting notes from September 17, 2015**
- 3. Employment Development**
- 4. Orientation**
- 5. New Business**
- 6. Other**
- 7. Next Meeting – TBD**

**Barstow Community College District**  
**Professional Development Committee**  
**Human Resources Conference Room**  
Meeting Notes: October 22, 9:00 am to 10:00 pm

**Present:** Clint Dougherty, Management; Alec Bawden, BCFA; Chris Clarke, Management; Rhonda Sheffield, CSEA; Paulette Pereira

**Absent:** Christina Calderon, CSEA

**Welcome:**

Clint welcomed everyone.

**Employment Development:**

Discussion: Need to create a catalog for professional development. The goal is to attract, retain and develop employees.

**Orientation:**

Discussion: HR to develop a formalized orientation/onboarding process. Chris Clarke recommended a video for the onboarding process.

**New Business:**

None.

**Other:**

Discussion: Committee submitted strategic planning goals.

**Next Meeting:**

Discussion: November 19, 2015

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

*November 19, 2015*

*9:00 a.m. to 10:00 a.m.*

*Human Resources Conference Room*

- 1. Welcome**
- 2. Review/approval of meeting notes from October 22, 2015**
- 3. Professional Development Form**
- 4. New Business**
- 5. Other**
- 6. Next Meeting – TBD**

**Barstow Community College District**  
**Professional Development Committee**  
**Human Resources Conference Room**  
Meeting Notes: November 19, 2015  
9:00 am to 10:00 am

**Present:** Clint Dougherty, Management; Alec Bawden, BCFA; Chris Clarke, Management; Christina Calderon, CSEA; Paulette Pereira

**Absent:**

**Welcome:**

Clint welcomed everyone.

**Review/approval of meeting notes from October 22, 2015:**

Discussion: Add "submitted strategic planning goals" to October 22, 2015, minutes.

**Professional Development Form:**

Discussion: Workshop evaluation form. Discussed changes and condensed form. *Suggestion:* Each department will maintain workshop evaluation form and individual managers will collect the forms.

**New Business:**

Discussion: Leadership Academy selected their project. Project is putting together an employee handbook.

**Other:**

Discussion: None.

**Next Meeting:**

Discussion: January 21, 2016

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## ***PROFESSIONAL DEVELOPMENT COMMITTEE***

***March 24, 2016***

***9:00 a.m. to 10:00 a.m.***

***Human Resources Conference Room***

- 1. Welcome**
- 2. Review/approval of meeting notes from November 19, 2015**
- 3. Professional Development Plan**
- 4. New Business**
- 5. Other**
- 6. Next Meeting – TBD**

**Barstow Community College District**  
**Professional Development Committee**  
**Human Resources Conference Room**  
Meeting Notes: March 24, 2016  
9:00 am to 10:00 am

**Present:** Clint Dougherty, Management; Alec Bawden, BCFA; Chris Clarke, Management; Paulette Pereira

**Absent:** Christina Calderon, CSEA

**Welcome:**

Clint welcomed everyone.

**Review/approval of meeting notes from November 19, 2015:**

Approved.

**Professional Development Plan:**

Discussion: Change plan year to 2016 – 2019, instead of 2015 – 2018. Added emergency preparedness to plan. Added “Public Information Office, HR and Professional Development Committee will be in charge of posting the professional development catalog.”

Will have an “interest survey” in spring that goes out to employees. Professional Development Committee will compile survey and give training suggestions. Take to All College as a prioritized list. The training catalog will be put online and continuously updated.

**New Business:**

Discussion: All college is at lunch. Comments were made about Classified members giving up their lunch time to attend. If there could be release time for those meetings or change to a different time. Clint to bring up at cabinet.

**Other:**

Discussion: The IEC team and Management team reviewed the strategic planning goals submitted. No input from the committees regarding changes.

**Next Meeting:**

Discussion: April 21, 2016