

**CHC Professional Development Committee  
Meeting Minutes  
Friday November 16, 2012  
Room LRC-135**



**Members Present:**

Breanna Andrews, Daniel Bahner, Robert Brown, Karen Childers, Robert Crise, Tina Gimple, Rick Hogrefe, Luis Mondragon, Kristen Overturf, Karen Peterson

**Members Absent:**

Larry Cook, Mariana Moreno, Jeff Schmidt, Jonathan Townsend, Gary Williams

**Guests:**

Judy Giacona

**1. Minutes: October 26, 2012**

Minutes from October 26 were approved by consensus. Minutes from the November 2 meeting were not provided for review.

**2. Judy Giacona: Discussion of Conference Attendance**

Judy Giacona, Coordinator of the Health & Wellness Center, presented on the conference she would attend in the spring. The conference is sponsored by the Health Services Association California Community Colleges (HSACCC) and will take place February 27 – March 1 in Temecula, CA. Possible professional development contributions to the college upon her return include workshops on suicide prevention (possibly in April).

**3. Membership Report**

The committee has grown to fifteen members with the addition of Breanna Andrews, Larry Cook, Luis Mondragon, Marianna Moreno, Jonathan Townsend, and Gary Williams. (Mariana, Jonathan, and Gary will join in the spring.) This may necessitate a change in room location for future meetings.

**4. Upcoming Workshops**

November 28: *Millennials Rising* Book Club, 10am-11am (books have been distributed).  
December 5: *Hotel on the Corner of Bitter and Sweet* Book Club, 12pm-1pm.

**5. Spring 2013 Discussion**

Members discussed topics and dates for spring PD offerings. (See the tentative calendar below.)

**6. Other Issues**

- Kristin will confirm Larry Aycock leading the OneNote training in January.
- Rick will talk with CIS instructors about possible training for Excel and Access.
- Robert will lead the training in January on using Microsoft Publisher.
- Tina will confirm the date/time for Larry Cook's tour of the solar farm in January.
- Daniel will speak with Tom Bryant or Fermin Ramirez about locating an external speaker for a possible Dream Act workshop.
- The spring Flex Day (April 9) may include workshops on suicide prevention (Judy Giacona), fundraising with diverse populations (Karen Childers), and syllabus design and expectations (TBD).

- Will someone speak with the new Energy Education Administrator for a possible workshop in March or April?
- Robert will speak with the SBCCD Print Shop about logistics for printing the spring PD program guide.

Next Meeting: Friday December 7, 2012 11:00am – 12:00pm

***NOTE: Larry Cook will host a tour of the solar farm immediately following the December 7 meeting.***

Attachment: Tentative Spring 2013 calendar on the next page.

**Professional Development – Spring 2013 Calendar (Tentative)**  
**January**

Jan. 9

- True Colors (Karen Childers)
- Solar Farm Tour (Larry Cook)
- Microsoft OneNote Training (Larry Aycock)
- Microsoft Publisher (Robert Brown)
- Microsoft Outlook (Ben Gamboa?)
- Microsoft Excel and Access (CIS Faculty?)

Jan. 10

- Section 508 Procurement and Accessibility (Gaeir Dietrich)
- Web and Online Accessibility (Jayme Johnson)
- True Colors (Karen Childers)
- Microsoft OneNote Training (Larry Aycock)
- Microsoft Publisher (Robert Brown)
- Microsoft Outlook (Ben Gamboa?)
- Microsoft Excel and Access (CIS Faculty?)
- Student Services Workshop with Tom Brown (afternoon)
- Persistence Blended workshop with Tom Brown (during evening part-time faculty orientation)

Jan. 11

- In-Service: Online Flex Tool Training
- In-Service: Integrating Diversity into the Classroom (Tom Brown)

Jan. 25

- Soup-a-paloosa (PDC)
- Ergonomics (Presented by Keenan & Associates)

Jan. 29

- CASE Webinar

Jan. 30

- Planning & Program Review Workshop (Keith Wurtz and Michelle Riggs)
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**February**

Feb. 12

- Stress Management/Healthy Living/EAP Resources (Presented by Keenan & Associates)

Feb. 13

- Book Club (*The 5 Levels of Leadership* by J. Maxwell or *What Everyone Needs to Know About Islam* by J. Esposito)
- Club Advisors Orientation and Q&A (Ericka Paddock)

Feb. 22

- Injury & Illness Prevention/Slips, Trips, & Falls/Back Safety (Presented by District EH&S)
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## March

Mar. 5

- CASE Webinar: Introduction to Advancement Services

Mar. 8

- Workshop for Developmental Budgets (Mike Strong?)

Mar. 13

- Communicable Disease Prevention (Presented by San Bernardino County Dept of Public Health)

Mar. 29

- Hazardous Communications in the Office (Presented by District EH&S)
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April

Apr. 9 – Flex Day

- Left Lane Project Updates (Karen Peterson)
- Fundraising with Diverse Populations (Karen Childers)
- Suicide Prevention (State speakers on mental health per Judy Giacona)
- Syllabus Design & Expectations

Apr. 23

- CASE Webinar: Introduction to Institutional Advancement

April (Date TBD)

- Safety Awareness/Emergency Procedures (Presented by District Police and District EH&S)
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## June

- Classified Professionals Weeks (Date TBD)