CALL TO ORDER
Meeting called to order at 3:38 p.m.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Travel/Conference Draft
Shannon Bliss/Mark Sanchez
Shannon Bliss walked members through the draft of the shared document that she and Mark Sanchez had created. Committee voted to accept draft, and made editing suggestions, and Shannon will create next draft of document, as well as application form.

2. Employee Innovation Grant Draft
Terri Pyer
Terri walked group through this draft document and committee accepted draft, making recommendations for changes that Terri will incorporate. Megan and Laura said they could create fillable forms for all the application materials. Shannon and Terri agreed to work on both drafts and an email communication to college community before next meeting so that the community would know of their opportunities to apply for both programs.

3. Alignment with other groups
Augustine Nevarez
Augustine presented his Service Area Outcome on fostering an enriched campus community, and the committee discussed ways that his student life role could enrich and be enriched by the work our committee is doing. Discussion about coordinated calendars and activities, and synergies around...
having all employees being more involved in knowing and doing activities with students.

4. Other drafts from committee members Megan Blevins/Laura Lark
   Instructional Technologists Laura and Megan presented their draft PDC Plan. Committee discussed elements and offered suggestions for edits.

5. Draft of plan elements and 6. Allocation of resources Terri Pyer
   As it was 4:58, these two items were assigned as homework, for members to read and review the draft plan elements and then send an e-mail with the way they would allocate the financial resources of the committee among all elements.

OTHER ITEMS and brief announcements

Augustine requested that we add an agenda item next time on the subject of training faculty to recognize and support students with mental health issues.

Shannon mentioned that the administrative assistants in the academic affairs area wanted enhanced, required customer service training opportunities, and want us to explore a job shadowing/cross-training program for classified staff.

Meeting adjourned at 5:01 p.m.