

# COA PROFESSIONAL DEVELOPMENT COMMITTEE MEETING MINUTES

Location: Zoom  
Date: March 1, 2021  
Time: 12:00-1:00pm  
Facilitator: Dr. Diana Bajrami  
Maurice Jones

## In Attendance

- Dr. Diana Bajrami
- Ann Chun
- Maurice Jones
- Kawanna Rollins

## Call To Order

The meeting was called to order at 12:00pm.

## Approval of Agenda

The agenda was approved unanimously.

## De-Brief Jan. 21 Flex Day

- The committee reviewed feedback from the post-Flex Day survey. 31 participants responded this time.
- The feedback was overwhelmingly positive and the committee reviewed each response and also discussed some major themes. More breaks between each session was recommended.

- Based on the feedback received, the committee discussed ideas to increase the participation of classified professionals in future flex day events/activities.

## Planning March Flex Day

- The committee reviewed flex day proposals.
- The committee discussed and agreed a League On Call consultant Dr. Jackson to give a presentation on women and leadership, in particular community college leadership. Furthermore, the workshop will also highlight contributions of women in higher education, during Women's History Month as it relates to leadership development, improve cross-cultural interpersonal communication skills with faculty, administrators and staff, enhance knowledge of the historical role of women in the higher education, and identify the interconnectiveness of the principles of leadership in whatever role one finds themselves, whether it is in education, business, community & civic activities or to engage in personal knowledge and enrichment.
- All present voted to approve this activity.
- Dr. Bajrami and Kawanna Rollins agreed to present a workshop on Microsoft 365 Tools for classified professionals and to brainstorm ideas on how to increase professional development activities for the classified professionals at COA
- The co-chairs will send a draft agenda for March 18, 2021 Flex Day to the committee this week for feedback

## Adjournment

- The meeting was adjourned at 1:00pm.

