



**Staff Development**  
**Approved Minutes**  
September 11, Room 1603  
2:30-4:30 PM

**Present:** Jackie Fitzgerald, Michelle Gonzales, Roni Jennings, Greg Johns, Ann Jones, Laurel Jones, Cynthia Keune, Barbara Morrissey, Lisa Weaver

**Guest:** Stuart McElderry

1. **Call to Order:** 2:40 p.m.

2. **Agenda:**  
By consensus the agenda was approved as written.

3. **Welcome and Introduction of Staff Development Committee Members**  
Introductions were made.

4. **Minutes:**  
A motion was asked for to approve the minutes of May 8, 2006.  
**Motion:** To approve the May 8, 2006 minutes as written.  
**MSC:** C. Keune/G. Johns  
Motion passed.

5. **Reports:**

**A. Constituencies-Divisions, Classified, Administration:**

Dr. Jones briefly spoke about aspects of Program Review that contain Staff Development components. More information about this will be brought forward after the collegial review process is completed.

**B. Chair Report (Barbara Morrissey):**

Chairperson Morrissey briefly highlighted the step by step process this committee has been following with regards to providing reports to the committee. Everyone is encouraged to go back to their divisions and obtain feedback about what they would like to see generated by Staff Development this year.

6. **Approval of Conference Proposals:**

**A. Review process and policies in place for conference proposals:**

The policies and procedures were reviewed and explained for all the new committee members. It was emphasized that proposals must be completed thoroughly and submitted by the due date, in order to be considered by the committee. Last year approximately forty (40) individuals attended conferences funded by Staff Development. The criteria for funding were explained. To date, full-time faculty and staff are eligible for up to \$300 per year. Part-time faculty and staff are eligible for up to \$150 per year. The criteria on the forms were clarified: they must have both a forty percent workload (six (6) hours a week) and two (2) consecutive years with LPC. This led to a discussion regarding the form titled "Staff Development for Success: What can Staff Development Funds be used for?" The document highlights the AB1725 guidelines

for appropriate usage of Staff Development funds. Due to a recent inquiry by a faculty member, the definitions of the guidelines are being questioned. Specifically, can an applicant use Staff Development funding to pay for coursework at a different institution? Typically Staff Development has only provided funding for conferences and has never done this before. There are many issues and concerns involved with providing funding for this type of activity. By definition, it has to meet the AB1725 guidelines. Upon reviewing the guidelines, the question is whether or not providing funds for this type of activity conflicts with the definition of personal improvement/professional development as set forth in the guidelines. Courses could not be funded through Staff Development for the purpose of increasing one's salary or step. It was proposed that we look at Staff Development programs at other institutions for feedback. It is believed funding for course work may be provided for within the faculty contract. Chairperson Morrissey noted more information is required before moving forward with this; however, the form can be modified and clarified at this time with minor changes. Some of the ideas proposed are:

- Use the backside of the form to highlight the current funding eligibility and our criteria.
- Include examples of "improvement of teaching"
- Emphasize the importance of funding is to provide professional development to benefit the institution rather than individualized training.

The process for out-of-state proposals was explained. These require Board approval, therefore the original conference request form is submitted immediately to the Vice President of Academic Services. Staff Development maintains a copy and notes it is "pending Board approval." Applicants should be informed it takes additional time to process this; therefore he/she should submit the paperwork a minimum of 5-6 weeks prior to the conference. It was explained the reason these conferences require Board approval is due to insurance and liability issues involved with out-of-state travel. It was proposed the Board dates/deadlines be included on the future Staff Development website.

**B. Review conference proposal form:**

A sample conference proposal form was provided to all committee members for review and feedback. It was proposed the coversheet state the deadline of 5 p.m. The Intranet version will be updated to reflect this, as will all future hardcopies. It was felt the District Conference Request form should be included with the Staff Development proposal so as to better assist the applicant. Since these forms are not available digitally, they will be stapled to the conference proposal form.

There was an inquiry about the reimbursement process and receipts for alcohol. At this time such receipts have not been noticed within the submittals. At some point this may be a future issue.

**C. Responsibility of Staff Development Committee members:**

Committee members are encouraged to take information from the meetings back to their divisions for feedback. They are encouraged to be ambassadors for Staff Development. A handout from the Master Plan pertaining to the proposed structure of Staff Development was distributed and highlighted.

**D. Conference proposal approval:**

#1-07 Christina Lee  
Approved, \$300

#2-07 Roy Simpson  
Approved, \$300 (out-of-state, pending Board approval)

#3-07 Randy Taylor  
Approved, \$300 (out-of-state, pending Board approval)

#4-07 Nan Ho  
Approved, \$300

#5-07 Ken Ross  
Approved, \$300 (out-of-state, pending Board approval)

#6-07 Catherine Eagan  
Approved, \$118.65

#7-07 Janice Cantua  
Approved, \$300

There was an inquiry as to why this conference would be funded through Staff Development and not through the college general fund since it is for Banner (technology) training. Other sources of funding should be available for campus-wide training, as well as a process by which to garner them. It was suggested this topic be discussed in more detail at a future meeting.

#8-07 LaVaughn Hart  
Approved, \$300

7. **Budget (handout provided):**

A. Establish Staff Development funding priorities:

The budget for the 2006-07 academic year is \$30,000. Approximately \$5000 was rolled-over from last year. It was proposed that \$10,000 be allocated for conferences (\$5000 each semester). This past summer was the first time summer conferences were offered. The response was favorable. Eight (8) conference proposal requests were received and five (5) totaling \$1500 were approved. The others were not approved due to limited funding. It was proposed that Staff Development might attempt to begin offering eligibility for summer conferences on a regular basis. The main reason(s) this was not offered in the past is due to deficit budgeting/accountability issues. Typically, the budget has to be closed out at the end of the fiscal year (June 30). One way to overcome this might be to create a separate object code and line item within the budget; however, there is still limited funding each year. The funds have to be used for as many activities and programs as possible.

It was emphasized the committee can change the eligibility criteria for conferences. Currently, it has been set at \$300 per person, per year as funds have been limited. However, it can be changed and increased to \$500 or more per person, per year. This will mean that less people will be able to attend conferences. It was requested this issue be included on a future agenda for further discussion.

This brought forward the question of what programs/activities should funding be spent on this year? A handout highlighting several of the ideas for program planning brought up last year was distributed. The ideas are:

1. More collegial activities
2. More motivational – fun-play
3. Enriching
4. Wellness Day
5. Joint Flex Days
6. Speakers
7. Grant writing for faculty
8. Mini grants
9. California Great Teachers Seminars
10. Brown bag lunches
11. Technology training – classified
12. Support Flex Days

Additional ideas were noted such as Help Desk, and a College wide book program.

A copy of the finalized 2005-06 budget was distributed highlighting which programs received Staff Development funding. The draft budget for 2006-07 was outlined as follows:

<b>Beginning Balance:</b>		
<b>\$30,000</b>		
Programs:		
<b>Conferences:</b>	Fall 2006	\$5000
	Spring 2007	<u>\$5000</u>
Total:		\$10,000
<b>Flex Days:</b>	Classified:	\$2000
	Faculty:	\$0 (no flex days this year)
<b>New Faculty Orientation:</b>	TBD	
<b>Help Desk:</b>	TBD	
<b>Mini-grants:</b>	TBD	

Regarding mini-grants, the question arose as to whether or not they should be offered both semesters and what the criteria should be. The following suggestions were proposed:

1. Projects should include more constituents from the program.
2. Proposals should be competitive.
3. Provide a range of criteria rather than specific parameters for use of funds.
4. Distribute all of the appropriate forms required to finalize the project/event with the grant application (timesheets, etc.)
5. Distribute copies of prior grants to committee members for review.

Committee members were asked to inquire within their divisions to obtain feedback on what programs they would like to see funded through Staff Development this year and report at a future meeting.

8. **Good of the Order:**

Nothing noted.

9. **Adjournment:**

The meeting adjourned at 4:17 p.m.