

# **LAS POSITAS COLLEGE**

## **Staff Development Committee Minutes**

**November 17, 2003**

**PRESENT:** Lettie Camp, Toby Bielawski, Giovanni Ortiz, Philip Manwell, Lucy Sponsler, Barbara Morrissey, Mark Tarte, Francis Hui, LaVaughn Hart, Ann Jones

**EXCUSED:** Scott Vigallon

**GUESTS:** Greg Daubenmire

Mark Tarte called the meeting to order at 2:45 p.m.

### **1. AGENDA**

There was no agenda for this meeting.

### **2. APPROVAL OF MINUTES**

The minutes of October 13, 2003 were approved as presented.

**MSC:** Philip Manwell/Lucy Sponsler

### **3. SUBMITTED PROPOSALS**

There were five proposals presented for review. Three proposals were skipped over for further discussion on retroactive pay. Proposal #1-04 and #2-04 were approved.

### **4. RETROACTIVE APPROVAL**

There was a lengthy discussion on whether retroactive approval for proposals would be implemented. Staff Development got a late start and has not received an actual budget to date, however a verbal assurance was received around October 13<sup>th</sup>. The question raised was whether faculty/staff would be reimbursed for conferences that had already been attended. Ms. Hart mentioned that the past practice for Staff Development is that no conference would be reimbursed if a member attended without prior approval. Mr. Tarte suggested making only partial retroactive payment on proposals, and making the retroactive date as of August 21<sup>st</sup>. Members discussed how making retroactive payments might substantially reduce the available funds for Spring '05.

A motion was made that Staff Development would allow retroactive submission of conference requests and expenditures for any conference attended after August 18, 2003 with a maximum reimbursement for full time faculty/staff of \$200.00, with the same Staff Development eligibility guidelines. To be considered the Staff Development Committee must receive the requests by December 1, 2003, 4:00 p.m.

6 in favor/4 opposed

**MSC:** LaVaughn Hart/Lucy Sponsler

**5. ALTERNATIVE FUNDING**

Mr. Tarte made a suggestion of raising funds for Staff Development through fundraising. One idea would require the participation of all staff and faculty in them making voluntary contributions through automatic withdrawals. Mr. Tarte will be meeting with President Halliday to see if this is something feasible. If this idea was implemented a minimum number of people contributing would have to be set for it to succeed. Mr. Daubenmire brought up the issue of Community Education profits that are suppose to be available for Staff Development. Mr. Tarte will be looking into these funds. Ms. Hart also suggested looking into grants opportunities and for a person that could specifically write grant proposals.

**6. TTIP**

Ms. Hart passed out a handout on the '03/'04 TTIP Budget and Memorandum. As per the memo Ms. Hart was told that there would be no problem in rolling over funds to next year. Ms. Hart would like to establish a 2-year plan for the budget. This would allow \$20,000 for normal type of expenditures for the current year. There will continue to be flexibility in using these funds if something does come up.

**7. NEXT MEETING**

Out next meeting will be December 8, 2003 at 2:30 p.m in room 1602.

**8. ADJOURNMENT**

Chairperson Mark Tarte adjourned the meeting at 4:10 p.m.