

# Las Positas College

Staff Development

Approved Minutes

April 17, 2006, Room 1602

2:30-4:30 PM

**Present:** Rebecca Baraconi, Toby Bielawski, Greg Johns, Ann Jones, Cynthia Keune, Candace Klaschus, Philip Manwell, Barbara Morrissey

**Absent:** Debbie Fields

**Call to Order:** 2:35 pm

**Agenda:**  
Agenda was set.

**Minutes:**  
Due to an oversight, minutes were not distributed to committee members prior to the meeting. It was determined the minutes will be distributed via email and approved at the May meeting.

## **Reports:**

### **4A. Constituencies-Divisions, Classified, Administration:**

Dr. Manwell reported the Classified Flex Day held on April 14, was a very stimulating and wonderful event. The DeYoung Museum was amazing, and everyone appeared to have a great time. It was nice to see so much positive interaction among the Classified staff. The planning was exceptional. A total of forty-one (41) individuals attended.

### **4B. Chair Report (Barbara Morrissey):**

Chairperson Morrissey reported she attended the 4CSD conference recently. It was the first one held in approximately three years. In the context of Staff Development, there are many new and exciting ideas being brought forth. Several of these important topics; generational diversity, mentor programs, and leadership development for Administrators, Faculty, and Staff were discussed. Other institutions are doing campus book programs and a wellness week for staff and students. Online professional development was emphasized. Several handouts and pamphlets were brought back and distributed to the committee members.

Staff Development has collaborated with Student Learning Outcomes (SLO) to gain additional funding for many of the Dollars for Departments Mini-Grants, specifically for payment of stipends.

The last meeting of the academic year will be held on May 8.

## **5. Approval of Conferences**

#39-06 Nan Ho  
Approved, \$300

#40-06 Michael Ansell  
Approved, \$51.38

## **6. Staff Development Program Planning**

The issue of summer conferences was discussed. Normally Staff Development does not pay for or promote summer conferences for a couple of reasons. The first being there is no one available during the summer to process the documentation. Secondly, there are matters dealing with the

budget, which occur during this time period. It has always been the policy of Staff Development not to allow retroactive proposals. This year, however, due to vigilant budget management by Staff Development, there will be a small amount of additional funding available, which can be used for summer conferences. There was a brief discussion and it was determined \$1500 will be committed for this. It will be distributed on a first come first serve basis; until the funding is exhausted. Reimbursement will not be made until the fall once Staff Development personnel are back. All proposals will need to be submitted in the same manner as normal by May 1, in order to be considered.

There were several inquiries as to whether or not it is known how much funding Staff Development will get to keep from the budget this year, if possible, and how much will be funded for next year. Chairperson Morrissey indicated this has not been determined to date.

Regarding program planning, Chairperson Morrissey inquired as to what ideas or events would be favorable to have on campus in the future. Several ideas were proposed:

1. Professional speaker(s) at Convocation. This has been done in the past. It was noted it would be nice to see this implemented once again as it is a good investment for both colleges.
2. Campus speaker(s) on topics such as motivation, personal enrichment, creative thinking, etc.
3. Campus wide collegial and bonding activities focusing on teamwork.
4. Joint Classified and Faculty Flex Day.
5. Structured event(s), which promote the attainment of a goal and is motivational.
6. Wellness/Health Day for all staff.
7. Programs for enrichment.

**7. Purchase of Books and Materials for Faculty Use**

Debbie Fields was not present but submitted an idea for the purchasing of a book for the Faculty Resource Library Dr. Manwell is spearheading. It was suggested a portion of the purchasing costs for books may be eligible to be funded through Staff Development. Dr. Manwell reported currently library staff are culling particular items that might be of use to faculty and staff for this purpose. The goal of this project is to continually be able to add new titles to the resource, and compile a digital listing of what is available. It was suggested an email be distributed to all faculty members requesting their input and suggestions for titles. Toby Bielawski volunteered to distribute the email and collect responses. It was noted the deadline for book title submissions will be May 19. At this time only title submissions are being sought.

**8. Good of the Order**

The Poetry Slam will be held on April 27 in the Student Center at 7:30 p.m.

**9. Adjournment**

The meeting adjourned at 3:30 p.m.