

Las Positas College
Staff Development
Approved Minutes
December 12, 2005, Room 1603
2:30-4:30 PM

Present: Rebecca Baraconi, Toby Bielawski, Debbie Fields, Cynthia Keune, Philip Manwell, Barbara Morrissey

Absent: Ann Jones, Giovanni Ortiz, Lucy Sponsler, Art Tenbrink

Call to Order: 2:35 pm

Agenda:
Agenda was set as is.

Minutes:
A motion was asked for to approve the 11/14/05 minutes as written.

Motion: To approve the 11/14/05 minutes as written.
MSC: D. Fields
Approved - Unanimous

Reports:

4A. Constituencies-Divisions, Classified, Administration:
No Reports.

4B. Chair Report (Barbara Morrissey):
Chairperson Morrissey reported the meeting would be short. There are no new items to report regarding the budget, and nothing is expected until after the December 13 Board Meeting. President Halliday recently met with Barbara and will do so once again after the Board Meeting. Tentatively, it does not appear there will be any mid-year cuts to Staff Development funding. More information should be known upon return from the holiday break. Barbara is optimistic there will still be funding for this year; however, the money we currently have needs to be spent. All ideas and suggestions should be forwarded to Barbara.

5. Approval of Conferences

#22-06 John Gonder
Approved, \$300

#23-06 Lilia Camino/Judy Martinez/Gail Erhorn
Approved, \$111.19 each (total \$333.57)

#24-06 Cheryl Warren/Frances Hui/Tina Inzerilla
Approved, \$300 each for Cheryl Warren and Frances Hui. Tina Inzerilla is not eligible at this time, as she has not met the criteria of 2 consecutive years of employment and 40% workload.

#25-06 Charlotte Bagby
Approved, \$75

#26-06 Fredda Cassidy

Approved, \$225. She has previously used \$75 of her \$300 allotment.

#27-06 Carie Kincaid

Approved, \$147.13

6. Review of Conference Proposal Forms

Due to confusion regarding the criteria and language for part-time faculty and staff, Chairperson Morrissey asked for feedback regarding the language, specifically regarding the first page and guideline sheet. The current language states a part-time faculty or staff member may apply for funding reimbursement of up to \$150, but must meet the criteria of carrying a 40% workload and have been employed for two (2) consecutive years. There was heavy discussion regarding the interpretation of the language and how it could best be clarified. One suggestion was to have it read "40% workload for each of the past two (2) consecutive years." One scenario brought forth was what would happen if an employee worked here for several years and missed one (1) semester, would that individual have to wait another two (2) years to get funding for a conference? Chairperson Morrissey reported it has been past practice to have this rule in place. Many other institutions do not have enough funding to provide to their part-time staff, we are fortunate that even though our funds are limited, there is funding is available. It was determined this topic would be revisited during the next semester. Chairperson Morrissey requested everyone read through the form and coversheet guidelines over the holiday break, and let her know if there are any suggestions for clarifying the language.

7. Spring 2006 Planning

A handout of the roster and calendar was distributed. It turned out the version distributed was an older copy. It was clarified that Debbie Fields is the representative for Division V. Lucy Sponsler will not be on the committee in the spring and Art Tenbrink is retiring. Cynthia Keune will remain as representative for Division III, as will all other members listed. It was unclear if there was a representative for Division I. A question regarding the April 2006 meeting date arose, as the regularly scheduled meeting date falls during Spring Break. The options provided were to meet prior to April 10 or meet on April 17. After brief discussion, it was determined the committee would meet on April 17, and the due date for proposals will be April 10, as classified personnel will be here that week to process them.

A copy of the current conference budget sheet was distributed to allow members to gauge current spending and allocations. Chairperson Morrissey noted tracking of the funds will be important in the spring, as well as the funds need to spent down. She requested ideas and suggestions for possible spring programs. Help Desk at Your Desk and Teachers Teaching Teachers will once again be offered. It was mentioned that a project is currently under way to implement Teaching and Learning books and materials into the library. Dr. Manwell is spearheading the project. There was a brief discussion regarding the role of the PDC in matters such as this. Chairperson Morrissey clarified these materials are related with pedagogy. Ms. Baraoni clarified the PDC works with matters involving pedagogy and was concerned a larger discussion is required to determine how the two entities; library and PDC can work together to accomplish the same goals. Chairperson Morrissey agreed the need exists to have a larger and broader discussion at some point, she thanked Ms. Baraoni for her suggestions and comments. Ms. Fields proposed having a spring program to include a mini-workshop and guest speakers on the subject of grant writing. It could be in a forum format with all faculty members invited. Ms. Bielawski noted she would contact counterparts at Chabot for more information. It was also suggested that more information regarding teacher exchanges would be beneficial. Chairperson Morrissey thanked everyone for their ideas and participation this semester.

8. Good of the Order

No items reported.

9. Adjournment

The meeting adjourned at 3:30 p.m.