

**Las Positas College**  
Staff Development  
**Approved Minutes**  
February 13, 2006, Room 1603  
2:30-4:30 PM

**Present:** Rebecca Baraconi, Toby Bielawski, Greg Johns, Ann Jones, Cynthia Keune, Philip Manwell (arrived late), Barbara Morrissey

**Absent:** Candace Klaschus, Debbie Fields

**Guest:** Joshua Paul, ASLPC Student Trustee

**Call to Order:** 2:40 pm

**Agenda:**  
Agenda was set.

**Minutes:**  
A motion was asked for to approve the 12/12/05 minutes with a change to item #4B. It was determined the word "expended" should be changed to "spent."

**Motion:** To approve the 12/12/05 minutes with change as noted.  
**MSC:** T. Bielawski  
Approved - Unanimous

**Reports:**

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

Ms. Keune inquired if applications would be distributed soon for mini-grants. Chairperson Morrissey reported this item will be discussed today under item #6. Mr. Johns reported his extension was incorrect on the roster.

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

Chairperson Morrissey welcomed Greg Johns to the committee. Mr. Johns will be replacing Giovanni Ortiz this semester. Mr. Paul, ASLPC Student Trustee was welcomed. Mr. Paul informed the committee he has been recently named a student trustee, and will work to get a student representative for this committee.

Chairperson Morrissey reported new Help Desk at Your Desk dates have been determined for this semester. An email and flyer have been distributed to all faculty, staff, and administration with detailed information. Everyone was encouraged to participate. Faculty Flex Day is Thursday, February 16. The agenda has been distributed to all faculty members. There will be a continental breakfast from 8:00 to 9:00 a.m. All faculty, classified, and administration staff are welcome. The luncheon program for faculty members will consist of a presentation on the Campus Change Network.

An upcoming event is the personal safety workshop. Chairperson Morrissey is working in conjunction with Mark Tarte to finalize the details. Students are encouraged to attend and Chairperson Morrissey will contact the ASLPC.

Dollars for Scholars is a program that was offered in the fall, and is currently being offered this semester. Last fall approximately 5-6 individuals participated. It was clarified this program reimburses tuition costs for enrollment fees. The maximum allowed is \$26/unit up to three (3) units. Chairperson Morrissey encouraged everyone currently enrolled in a course to apply.

## 5. Approval of Conferences

#28-06 Debbie Fields

Approved, \$300

#29-06 Zina Rosen Simon

Approved, \$27.36. This proposal was for mileage only.

#30-06 Cynthia Keune

Approved, \$75.50. This proposal was adjusted for a change in the mileage reimbursement rate.

#31-06 Barbara Zingg

Approved, \$300. This is an out-of-state proposal and also requires special Board approval.

#32-06 Melissa Korber

Approved, \$300.

Mr. Johns reported he noticed on the forms several of the checkboxes were marked more than others, and contained more elaborate responses. He inquired if this was normal and requested clarification. Chairperson Morrissey explained it is up to the proposer to indicate which criteria their conference meets; however, at least some of the boxes must be checked. A "blank" proposal will not be accepted.

## 6. Staff Development Grants for Spring

Chairperson Morrissey reviewed the budget. Teaching and Learning and TTIP have been put on hold.

Beginning Balance (Staff Development):	\$25,000	
	Allocated (for year):	Spent (to date):
Total Conferences:	\$10,000	\$5300
Conferences (Fall):	\$5000	
Conferences (Spring):	\$5000	
Classified Flex:	\$2000	\$600
Faculty Flex:	\$1000	\$500
Teachers Teaching Teachers:	\$2000	\$600
Help Desk @ Your Desk:	\$1100	\$500
Dollars for Scholars:	\$600	\$260

There is between \$5000-6000 which could be used to fund small projects this spring. Chairperson Morrissey proposed offering mini-grants as it is unclear what funding will be available next year. Mr. Johns inquired as to what the "tendency" of this committee is towards spending funds. The committee has been frugal the last couple of years. However, President Halliday has communicated that these funds should be spent this year. There was a brief discussion about the future of the Staff Development Committee. Chairperson Morrissey referenced the Master Plan binder, and noted President Halliday is committed to developing this committee into a program in the future. How this is to be done is not clear at this point, and due to budget cuts, may be put on hold. Chairperson

Morrissey highlighted the Dollars for Departments form and noted the success and popularity of this program last year. This program consisted of smaller amounts (up to \$500) made available for those interested in applying. Most applicants used the funding for department meetings/workshops.

One other form highlighted was the TLC Mini-Grant form. This form requires much more detailed and elaborate completion of the criteria. It is mainly used for larger projects that have more time to complete the project. Several committee members favored the idea of Dollars for Departments. Ms. Jones noted the amount allowed for refreshments and it was proposed that a maximum be set.

There were several ideas proposed for grants. Ms. Keune proposed using a portion of the funds for payment to adjuncts so as to allow them to attend and participate. Ms. Bielawski commented that English favors the mini-grants, as they have always been able to put them to good use. Mr. Johns inquired if this funding can be tapped as a source for Instructional Equipment grants. Chairperson Morrissey inquired how Classified staff might be able to utilize these funds. Ms. Jones indicated a guest speaker and luncheon might be a possibility. Ms. Baraconi suggested having product demonstrations or training on software applications as a possible future Classified Flex Day activity.

In reviewing the budget there is \$6000 available for these grants. Chairperson Morrissey asked everyone to contribute ideas for the criteria of the grants. Mr. Johns proposed two (2) grants at \$1000, with the remaining at \$500 each. It was proposed that six (6) \$1000 grants be offered. This led to a discussion regarding the timing and ability to complete the grants on time. The question was whether it was better to offer fewer grants with higher amounts or more grants with smaller amounts. It was suggested it might be easier to complete projects if ten (10) \$600 grants were provided. There was a brief discussion as to whether or not "multiples" can be submitted for a larger project or different smaller projects. The concern was in determining how these would be separated especially in terms of processing. The final proposition was to have six (6) grants at \$1000 each. After a brief discussion it was determined the two options to be voted on were:

1. Ten (10) grants at \$600
2. Six (6) grants at \$1000

Mr. Paul suggested it might be beneficial to keep a variable. In other words, wait and see what kind of proposals are submitted to better gauge the type of interest, and then determine the amount of funding based on the criteria met. One question arose about the criteria specifically, since it has to be met in terms of Student Learning Outcomes, how would this be applicable to Classified staff?

A vote was taken with the outcome in favor of providing ten (10) grants at \$600. (4 to 1)

Chairperson Morrissey referencing the form, inquired as to whether or not the committee wanted to change any of the criteria. She acknowledged the amount allowed for refreshments was an issue in the past and agreed with Ms. Jones in that a maximum needs to be determined. It was proposed the maximum be \$100 or \$15/per person up to \$100. By consensus it was agreed this was appropriate. Chairperson Morrissey announced she will send out an email to everyone with the details.

It was emphasized that all final paperwork must be submitted prior to the end of May in order to be processed and reimbursed.

## **7. Good of the Order**

Chairperson Morrissey highlighted the California Great Teachers Seminar. The seminar is a training program for faculty. It promotes new and innovative thinking. In the past, Staff Development has supported sending one or two individuals. The question was raised as to whether or not the committee would like to do this once again. The cost is approximately \$800/per person; the date is July 30 through August 4, 2006. By consensus the committee agreed to fund two individuals who express an interest. It was determined Chairperson Morrissey will distribute an email with the

information to all faculty members. Toby Bielawski volunteered to be the collection point for the responses. It was proposed the two individuals can be drawn at an upcoming town meeting.

**8. Adjournment**

The meeting adjourned at 4:00 p.m.