

Las Positas College
Staff Development
(Approved) Minutes
September 12, 2005
2:30 – 4:30 p.m., Room 1603

Present: Rebecca Baraconi, Toby Bielawski, Ann Jones, Cynthia Keune, Philip Manwell,
Barbara Morrissey, Giovanni Ortiz, Art Tenbrink

Absent: Debbie Fields, Janell Hampton, Connie Hildebrand, Lucy Sponsler

1. **Call to Order:** Chairperson Morrissey called the meeting to order at 2:34 PM.

2. **Introductions**

Introductions were made by all. New members to the Staff Development committee this year are Debbie Fields, Connie Hildebrand, Cynthia Keune, and Janell Hampton, who will be serving on a part-time basis.

3. **Agenda**

Toby Bielawski inquired if an email sent by Melissa Korber regarding Shared Governance had been able to be opened by others, as she was unable to open hers. She requested the topic of Shared Governance be added as an agenda item for the next meeting. Chairperson Morrissey reported she has received email from a couple individuals on the committee indicating a scheduling conflict with the current meeting time of 2:30 – 4:30 p.m. It was emphasized attendance is important at this meeting, as it is only held once a month. There were a couple suggestions ranging from changing the meeting time to 1:30 – 3:30 p.m. Ms. Bielawski reported this will be a conflict for her as she teaches until 1:45 p.m. Chairperson Morrissey suggested the committee meet from 2:00 – 4:00 p.m. for the next meeting and see how it goes. Cynthia Keune reported she may have a scheduling conflict as she is in the lab; however, she may be able to swap time with another individual. Art Tenbrink notified the committee he may be absent at the October 10th meeting as a Human Services Advisory meeting is scheduled for 3:00 p.m. on that day. After no further discussion, the agenda was set.

4. **Approval of May 9, 2005 Minutes**

Chairperson Morrissey reported the minutes were not distributed via email as is done normally due to the fact this was the first meeting of the semester. She asked the members to review and determine via consensus if the minutes were acceptable and can be approved. It was the consensus the minutes should be approved as written. All in favor of approving was unanimous. Minutes stand approved.

5. **Reports**

A. **Constituencies - Divisions, Classified, Administrators**

No Report

B. **Chairperson's Report** - Barbara Morrissey

Chairperson Morrissey reported both she and Carie Kincaid worked in June to get the Staff Development newsletter and tip sheet completed and distributed. Appreciation was given to Carie Kincaid for the work and effort put into the newsletter. The newsletter summarizes what Staff Development does and it was suggested everyone review the contents, so as to be better informed. Also during this time period, Staff Development notepads were created.

Shared Governance - Chairperson Morrissey noted Staff Development is still moving toward being a program. President Halliday would like all the committees to review their current charge and provide input about where we would like to go in the future.

Needs Assessment Survey – This was an online survey in which the entire campus was asked to participate. A great deal of information in the form of suggestions and feedback was received. One hundred (100) responses were received. This feedback will be presented to President Halliday and College Council.

Budget (overview) – Staff Development has been funded \$25,000 for the 2005-06 academic year. Chairperson Morrissey would like to see how the committee would like it allocated. We have money rolled over from TTIP, approximately \$25,000. When it is expended, it is gone.

Teaching & Learning Grants – This is currently on hold. Because this money is general fund money, there are certain issues with it. Chairperson Morrissey will be working with President Halliday to determine the outcome.

6. Conference Proposals

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

Chairperson Morrissey referred to the tip sheet attached to the newsletter. She reviewed the amounts individuals are eligible for. They are as follows:

- Full-time faculty and classified staff - \$300/year/pp
- Part-time faculty and part-time classified staff - \$150/year/pp and must have 2 years of consecutive service and a 40% workload

She recommended everyone read through the tip sheet in an effort to be better informed about Staff Development procedures and eligibility.

B. Review conference proposal form

For the most part, the procedures for processing conference forms are working well. However, many times a large amount of background work is necessary to ensure the proposals are complete by the time of the meeting. Carie Kincaid provided a brief explanation of the process:

1. Las Positas College (LPC) Conference Request Forms. It was emphasized that the LPC College Conference Request Form (CRF) is a separate form required by the District anytime and employee wants to attend a conference. These forms must be completed prior to attending the conference and a signed copy should accompany the Staff Development Conference Request for funding. Art Tenbrink requested clarification. It was his understanding the CRF did not need to be completed if the event was to be held on a weekend day, on an individual's own time. Chairperson Morrissey noted the District requires the CRF whenever an employee leaves campus for a conference during the work week and would prefer the CRF be submitted when a conference is on the weekend. For Staff Development Conference Proposals, we must have a copy of the completed CRF in order to approve funding for conferences.
2. Once the proposals are received, they are checked for completeness and copied for each committee member. The packets are distributed via inter-office mail on Thursday prior to the meeting to allow members enough time to review items

prior to the meeting. The only exception to this is generally at the beginning of the academic year and/or after the semester break.

3. Out-of-State Proposals. Chairperson Morrissey reported we have received three (3) out-of-state proposal requests already this year. There is special processing and additional time is required for these types of conferences. These proposals require signature by the Chancellor and Board approval. This can take upwards of one (1) month. The three proposals being reviewed today have exceptions being made due to the timing of the conferences and the dates in which the proposals were submitted. Although we can approve funding, it is contingent on further approval by President Halliday and Chancellor Cota.

C. Responsibility of Staff Development Committee members

Responsibility...There was a brief discussion of the roles and responsibilities of each Staff Development committee member. Each member acts as a resource person to assist colleague's access to programs, activities, and conference funding. In addition, committee members also assist in not only disseminating information but bringing requests and ideas back to the committee for consideration.

D. Approval of conference proposals

Chairperson Morrissey reported the proposals would be done out-of-order. The following conference proposals were reviewed and approved:

#03-06 Estela Guerra – Approved for \$300

#04-06 TeriAnn Bengiveno – Approved \$300

#02-06 Nancy Wright – Approved \$300 – Ms. Wright will be asked to clarify her amount for commercial travel.

#05-06 Angella VenJohn – Approved \$300 – Original submittal was missing signed conference request form (CRF). She will be asked to provide completed documentation.

#06-06 Art Tenbrink – Approved \$107.15. – There was brief discussion regarding the language of the event. Ms. Bielawski inquired if the committee should be looking at whether it is a conference, workshop, seminar, or retreat. Specifically is a retreat considered an eligible expense. It was determined until there is some clarity with this, this proposal should be approved.

#07-06 Fredda Cassidy – Conditionally Approved \$75, pending submission of conference request form (CRF), budget, and conference registration information. An extension was given; she will have until the 16th to submit the appropriate paperwork.

#08-06 Cheryl Warren – Approved \$150 (Out-of-state) – Original paperwork was submitted incomplete. She will be asked to provide documentation with registration information. Dr. Manwell informed the committee both Cheryl Warren and Tina Inzerilla were invited recently to present at this event.

#09-06 Tina Inzerilla – Approved \$150 (Out-of-state) – see comments above for Cheryl Warren. Original documentation was incomplete and she will also be asked to submit documentation.

#01-06 Ken Ross – Approved \$300 (Out-of-state)

As a reminder, deadlines for submittal of conference proposals are on the Intranet, in the newsletter, and on the forms.

7. Budget

Handouts were provided to committee members highlighting the 2004-05 budget. Chairperson Morrissey noted the amount (\$6600 spent) for TTIP is a very accurate number. Staff Development funded 38 conference proposals benefiting 55 faculty and staff. In fall 2004 mini-grants in the form of Dollars for Departments were funded as well as Teaching and Learning grants, and several workshops, such as Groupwise training and collaboration with the @One Institute. Overall, Staff Development has done a great job in allocating and managing its funds.

Chairperson Morrissey requested suggestions for which programs the committee would like to offer this year. Last year, \$10,000 was budgeted for conference proposals. Last year there was a roll-over of funds; however, this year the funds will need to be spent down to a zero balance. The budget for the 2005-06 academic year is \$25,000 (\$5,000 more than was received last year). Last year, \$2,000 was allocated for classified flex days, \$1,325 was actually spent. Last year, TTIP funded several large technology conferences. Overall, approximately \$6,600 TTIP funds were allocated. Several program ideas suggested were Great Teachers, Small Group Feedback, and Help Desk @ your Desk, which is scheduled to begin this fall. Mr. Tenbrink suggested the conferences be kept and funded with the same amount as last year. Ms. Baraconi suggested increasing the conference amounts to \$7,000 each semester, since there will be approximately \$4,000 more that can be spent from TTIP. The breakdown would remain as \$5,000 staff development funding and \$2,000 TTIP for conferences. It was emphasized the TTIP funds will not be spent down, only the general fund should be.

Chairperson Morrissey highlighted the 2005-06 budget allocations to be as follows:

Beginning balance: \$25,000

Conferences: \$14,000 total

Fall: \$5,000 + \$2,000 (TTIP)

Spring: \$5,000 + \$2,000 (TTIP)

Classified Flex: \$2,000/year

Faculty Flex: \$1,000/year

Great Teachers: unclear what the actual amount is at this time. Chairperson Morrissey will look into it. She noted it was approximately \$2,500 two (2) years ago.

Help Desk @ Your Desk: approximately \$500

Chairperson Morrissey reported at the next meeting, she would like to have a discussion regarding mini-grants and the criteria. Parameters need to be determined at the beginning this year. Chairperson Morrissey asked for consensus regarding the 2005-06 budget allocations noted. By consensus, it was approved unanimously.

8. Collaboration of Foundation Grants for Environmental Sensitivity

The LPC Foundation contacted Staff Development regarding grants for environmental sensitivity. Pardee Homes has donated \$10,000 to the Foundation for grants currently, with a possibility of the Foundation and Staff Development attaining \$18,000/year for five (5) years. The Foundation is seeking input from Staff Development in creating grants which promote environmental issues/awareness. Mr. Tenbrink suggested an example of this type of grant might be to create a more "green" campus, by incorporating the Horticulture Club and planting native plants. Ms. Jones noted the promotion of a more solar environment. It was suggested the City of Pleasanton's environmental policy might be a good resource.

Chairperson Morrissey indicated a decision needs to be reached regarding the actual amounts of the grants. One idea was to have ranges (\$500 - \$1,000) based on the complexity of the program.

It was suggested it might be better to wait and see what individuals apply for, focus more on the idea versus the amount of funding. Chairperson Morrissey requested everyone read through the handout provided and contact her with any suggestions or concern.

9. Good of the Order

Chairperson Morrissey indicated at the next meeting topics to be discussed include: budget/allocations, needs assessment survey, shared governance, and conference proposals.

Ms. Jones reported she finds it helpful when Chairperson Morrissey distributes talking points after the meetings and thanked her for doing so.

Mr. Tenbrink reported he will not be able to attend the October 10th meeting due to attending a Bi-annual PSCN Human Service Advisory Board meeting.

10. Adjournment

The meeting adjourned at 4:05 p.m.