

Las Positas College
Staff Development
Approved Minutes
November 14, 2005, Room 1603
2:00-4:00 PM

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

Absent: Giovanni Ortiz, Lucy Sponsler, Art Tenbrink

Call to Order: 2:36 pm

Agenda:
Item #6A Roundtable Discussion will be added. Agenda was set.

Minutes:
A motion was asked to approve the 10/10/05 minutes as written.

Motion: To approve the 10/10/05 minutes as written.
MSC: Ann Jones
Approved

Reports:

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

4B. Chair Report:
Chairperson Morrissey followed up on the District policy regarding tuition reimbursement, as discussed at the previous meeting. The Classified contract, item 15J states the criteria as well. It is still somewhat unclear what the maximum allowed for reimbursement is for this year. It is believed an individual can be reimbursed for courses taken as part of a degree or program. Janice Cantua and Chairperson Morrissey have discussed this section of the contract. Copies are available.

Dollars for Scholars - five (5) individuals have signed up to date. They are:

Jim Gioia
Karen Kit
Janice Cantua
Michael Ansell
Carie Kincaid

November Town Hall Meeting - Chairperson Morrissey spoke briefly about the town hall meeting. She noted she was unaware of the comments made pertaining to Staff Development. A more thorough discussion will occur under item 6A.

4C. Help Desk at Your Desk:
Carie Kincaid provided a brief summary about the recent Help Desk at Your Desk activities. It was reported there was a positive response, and all of the time slots filled up completely. There were a total of fifteen (15) signed up, with two (2) cancellations. Most of the training requests were for Groupwise, Word/Excel, and Access. Chairperson Morrissey inquired if the Staff Development

committee would like to do more sessions. It was determined more sessions will be offered in the spring.

5. Approval of Conferences

#17-06 Kristine Woods
Approved, \$300

#18-06 Mary Campbell/Jim Heiner/Cindy Rosefield
Approved, \$175 each for Mary Campbell and Jim Heiner, \$150 for Cindy Rosefield

#19-06 Gilbert Cruz
Approved, \$83.37

#20-06 Greg Daubenmire
Retroactive submittal, proposal was not approved. There was brief discussion regarding the language on the conference proposal guidelines sheet, and when the actual submittal date is versus the actual conference date. Chairperson Morrissey noted it has always been the policy of this committee not to accept retroactive proposals. One suggestion was to have each proposal reviewed and approved on a case by case basis. Chairperson Morrissey noted it would be favorable to be able to proceed in such a manner; however, due to the meeting schedule of this committee, it is not possible. Chairperson Morrissey asked for a vote on the approval of this proposal. The outcome of the vote is as follows:

In Favor of conference proposal approval: 3
Opposed to conference proposal approval: 3
Abstentions: 0
Due to a tie, Chairperson Morrissey cast a vote and voted no for approval.

In Favor of conference proposal approval: 3
Opposed to conference proposal approval: 4
Abstentions: 0

Chairperson Morrissey reported she will contact Greg to discuss.

#21-06 Rebecca Baraoni
Approved, \$300

6. Needs Assessment Presentation

Chairperson Morrissey distributed handouts of the recent Needs Assessment Survey. The survey was designed by Scott Vigallon and LaVaughn Hart in conjunction with Chairperson Morrissey. It provides very useful information and a great response was received. The two (2) main benefits hoped to be gained by this data, is to instigate discussion amongst peers and to further determine the needs and wants of the staff on-campus. There was a brief discussion regarding the success of Help Desk at Your Desk. Several inquiries were made as to what the difference is between the PDC and Help Desk. It was clarified that the PDC offers instructional training primarily for faculty. It was interesting to note the survey reflected Groupwise training as the number one computer training being requested. Several suggestions were brought forth regarding possible Staff Development programs to offer in the future. One suggestion was to create a Staff Development archive in which to store different training session summaries for future reference. Another suggestion was to have a training session in Blackboard. Overall, the assessment was successful based on the number of responses received, and provides insight into the needs and wants on campus.

A. Roundtable Discussion

Chairperson Morrissey opened the floor for a brief discussion regarding the November Town Hall Meeting and the comments pertaining to Staff Development. Chairperson Morrissey was not present at the town meeting and stated that she was unaware of the budget cuts highlighted by

President Halliday. She met with President Halliday the week prior to the town meeting and they discussed the Staff Development Needs Assessment and other program related issues. Chairperson Morrissey stated that in the last budget crisis in 2001, mid-year cuts were made on campus and some of those cuts affected Staff Development: Staff Development funds were frozen; no conferences or travel; and release time for the Staff Development Coordinator was removed. At this time, she does not know how the current crisis will impact the Staff Development Program. For now, there is money available for conferences and programs this year. Everyone was urged to continue applying for Staff Development funding. There will be money available for the Classified Flex Day in the spring.

7. Good of the Order

Chairperson Morrissey reminded everyone the December meeting is the last meeting of the semester. There will be a considerable time gap for conference approvals between December and the first meeting of the spring semester in February. Chairperson Morrissey reported she will send out an Email communication reminding everyone of this.

8. Adjournment

The meeting adjourned at 4:00 p.m.