

# Las Positas College

Staff Development

Approved Minutes

May 8, 2006, Room 1602

2:30-4:30 PM

**Present:** Toby Bielawski, Debbie Fields, Greg Johns, Cynthia Keune, Candace Klaschus, Barbara Morrissey

**Absent:** Rebecca Baraconi, Ann Jones, Philip Manwell

**Call to Order:** 2:36 pm

## **Agenda:**

It was noted items A (Budget), B (Structure of Staff Development), and C (Summary of Ideas) will be added under item #6. Agenda was set with change as noted.

## **Minutes:**

A motion was asked for to approve the minutes of March 13, 2006 and April 17, 2006.

**Motion:** To approve the March 13, 2006 minutes as written.

**MSC:** G. Johns/C. Keune  
Motion passed.

**Motion:** To approve the April 17, 2006 minutes as written.

**MSC:** G. Johns/T. Bielawski  
Motion passed.

## **Reports:**

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

No Report.

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

Chairperson Morrissey reported she met with President Halliday to discuss Staff Development. Items discussed were: budget, coordination time, and Staff Development structure for next year. Due to the Reorganization next year, Staff Development will be in a transitional state. As part of the Reorganization Staff Development is scheduled to be within the Social Science and Wellness division. Several concerns were raised, specifically, with regards to being located under a new dean. It was reported that in an effort to address these concerns, Staff Development will remain as is (under the College President) for the time being.

A matter arose recently regarding funding for the current Teaching and Learning grants in progress. At this time last year, two grants were approved totaling \$4800.11. In the beginning of the 2005-06 year, \$25,000 was allocated to Staff Development, in addition to funding already present. It was believed to be for the Teaching and Learning grants. Recently it was learned this is incorrect. After a discussion with President Halliday, it was agreed the funds will remain in the account until the end of June to allow for budget reporting to be completed.

Staff Development is working in conjunction with SLO's to provide additional funding for the Dollars for Departments mini-grants, which were approved in March. The SLO portion will assist in funding many of the grant stipends. Regarding the SLO Assessment Report, concerns pertaining to the role

of Staff Development have been discussed with Maureen O'Herin and President Halliday. It was reported Maureen O'Herin will not be working on the SLO Taskforce next year. Chairperson Morrissey will be meeting with President Halliday on Thursday, May 11, and will email the committee members with any new items of interest.

Classified Flex Day funding: It was noted there will potentially be funding for this next year; however, it may be at a reduced amount.

#### 5. Approval of Conferences

#41-06 Janet Brehe Johnson

Approved, \$300 (summer conference)

#42-06 Marilyn Marquis

Approved, \$300 (summer conference)

#43-06 Karen Pihl

Approved, \$300 (summer conference)

#44-06 Andrea Alvarado

Approved, \$300 (summer conference)

#45-06 Jeanne Virgilio

Approved, \$300 (summer conference)

#46-06 David Everett

Mr. Everett's was not approved as there was only a limited amount of funding (\$1500) to fund summer conferences.

#47-06 Angella VenJohn

Ms. VenJohn's was not approved as there is no additional funding available for summer conferences.

#48-06 Toby Bielawski

Ms. Bielawski's was not approved as there is no additional funding available for summer conferences.

There was a brief discussion regarding summer conference eligibility. It was clarified summer conferences will count towards 2006-07 eligibility due to budgetary issues and how Staff Development is funded. This is the first time this process is being attempted and appears to be successful. More discussion will follow in the fall. It was noted an email from Chairperson Morrissey was distributed explaining the process for summer conferences.

#### 6. Staff Development Program Planning

A. Budget: The current budgets for each program were briefly highlighted.

Teaching and Learning: Ms. Bielawski reported the Poetry Slam was very successful. She is currently working on creating and providing a pod cast of the event. The total amount committed for the 2005-06 grants is \$4800.11.

Dollars for Department mini-grants: the SLO portion will assist in funding up to \$2800 of the stipends. To date we are on target with the total amount budgeted (\$6000).

It was reported Staff Development will be able to keep and roll-over what remains from this academic year, and will get \$25,000 in funding next year.

- B. Structure of Staff Development: There are many issues and concerns regarding the future structure of Staff Development. It is unclear how it will unfold and what role it will play. It was emphasized that Staff Development should play a role in coordination with the SLO's. However, duplication of processes is a big concern and every attempt should be made not to duplicate these efforts. There is a question of whether or not Staff Development will be placed in a subordinate role, and what will need to be done to move Staff Development forward as a program. The Staff Development Committee is not sure being placed under a new division and dean is the appropriate structure, as it may allow for too many fluctuations in process and support.

C. Summary of Ideas/Year end Wrap-up:

There was a brief discussion regarding what has been working best in Staff Development and what committee members would like to see more of happen (noted in order):

What has been successful:	What would like to see more of:
Help Desk @ Your Desk	Carie's support hours increased
Conferences/budget management	Survey of faculty and staff
Mini-grants (specifically internal promotion and development of)	Outreach to new faculty
Support of Flex Days	More programs implemented from list provided at 4/17 meeting
Timeliness/standard of meeting materials/committee efficiency)	Promotion of internal activities (survey and expand)
Productive discussions	More external promotion (Corporate: build relationships)
Carie's support	

Chairperson noted the same questions were posed to President Halliday in an effort to gain feedback. The response by President Halliday indicated no negative comments or complaints about Staff Development have been received. She indicated she would like to see more speakers and offerings (mini-grants, etc.) in the future.

7. Good of the Order

Everyone was thanked for their work and participation this year. The committee also thanked Chairperson Morrissey for all of her work and dedication.

8. Adjournment

The meeting adjourned at 3:35 p.m.