

Las Positas College
Staff Development
Approved Minutes
October 10, 2005, Room 1603
2:00-4:00 PM

Present: Rebecca Baraconi, Toby Bielawski, Debbie Fields, Ann Jones, Cynthia Keune,
Barbara Morrissey, Lucy Sponsler

Absent: Janell Hampton, Philip Manwell, Giovanni Ortiz, Art Tenbrink

Call to Order: 2:05 pm

Agenda:

Add Item #7A; Review Staff Development Meeting Times. Ann Jones informed the group that Connie Hildebrand will not be able to participate in this committee. Agenda was set.

Minutes:

Chairperson Morrissey noted the Brown Act does not bind this committee.

A motion was asked for to approve the 9/12/05 minutes as written.

Motion: To approve the 9/12/05 minutes as written.
MSC: Debbie Fields/Ann Jones
Approved

Reports:

4A Constituencies-Divisions, Classified, Administration:

No Reports

4B - Chair Report:

Barbara Morrissey met with Maureen O'Herin regarding mini-grants in conjunction with Staff Development. She also met with the LPC Foundation regarding possible grants.

5. Approval of Conferences

#10-06 Randy Taylor

Approved, \$300

Debbie Fields requested clarification regarding whether or not his conference can be considered TTIP compliant. Barbara will contact Randy for clarification.

#11-06 Dale Boercker and Teri Henson

Approved, \$300 each

#12-06 Heidi Ulrech

Approved, \$209.25

#13-06 Sophie Rheinheimer

Ms. Rheinheimer initially sent conference request to Building 100 for approval, as it is out-of-state.

Approval, \$300

#14-06 Michael Ansell

Barbara provided background information. Mr. Ansell attends this conference every year at this time. Due to the nature of the event, registration information is not readily available, however; Mr. Ansell did complete all other paperwork and submitted on-time.

Approved, \$70

#15-06 Elena Cole

Approved, \$300

#16-06 Michelle Gonzales

Approved, \$300

6. Staff Development Budget

It was reported the Staff Development general fund budget is \$25,000 for 2005-06. A handout was distributed highlighting the budget and programs, which have been allocated funds.

A. Program Activities for 2005/06

Current special programs to be funded by Staff Development are:

Help Desk @ Your Desk - \$500

Teachers Teaching Teachers - \$2,000

Student Group Feedback (spring) - \$1,500

\$ for Scholars (future) - \$600

Chairperson Morrissey is making arrangements for Help Desk @ Your Desk. The best day(s) for the trainer are Tuesdays, Wednesdays, or Fridays. Suggested dates are:

November 2nd, 3rd, or 4th, or breaking it up into 2 weeks, with training one day a week.

After brief discussion it was thought Friday might not be the best day for faculty to participate, however, more classified staff may be present. The suggested dates and times are as follows:

- Wednesday, November 2, 9:00 am to 2:00 pm
- Tuesday, November 8, 9:00 am to 1:00 pm

Previous inquiries were made if digital photography could be one of the items taught. Chairperson Morrissey has confirmed with the trainer that it is possible to have basic digital photography training. However, the focus is more on items such as Word, Excel, etc. The training is in 30-minute sessions.

There was brief discussion how Help Desk @ Your Desk is different than what is offered through the PDC. It was noted there is some overlap. In the past, the PDC has focused only on classroom and instructional applications.

A sample handout of the Dollars for Scholars program was distributed. The program was initiated several years ago. It reimburses individuals for completing classes on campus at LPC. Chairperson Morrissey asked for feedback on the handout. Several committee members thought it was a good idea. It was clarified that it is open to all faculty, staff, and administration. The specific criteria and deadlines still have yet to be determined.

One concern noted pertains to the issue of enrollment fees and whether or not all fees would be eligible for reimbursement through this program. It was understood the unit fees (\$26/unit) would be reimbursed, up to 5 units. However, upon enrollment in a course, other fees such as the health fee are charged. Clarification was requested. The last time the program was

implemented, the due dates were the census. It was determined the due date this fall will tentatively be October 30. The spring due date can remain as the census date.

Rebecca Baraconi reported there is a program similar to this through the district. Chairperson Morrissey noted she would research this, as no one had any knowledge of it. Feedback regarding the flyer was obtained. Suggestions ranged from changing the graphics to adding a line stating, "faculty, staff, and administration are welcome to participate."

The intention is to have the flyer complete and distributed next week.

B. Identify Funding Priorities

It was reported the Foundation might be contributing funding in the future. Chairperson Morrissey asked everyone to review the budget sheet handout. Conferences are the first priority. Everyone was asked to come up with ideas for special programs, which they believe might be beneficial to the campus.

C. Mini-grants

Chairperson Morrissey inquired if anyone had any suggestions as to what training needs are on campus. She reported she is working with Maureen O'Herin and the SLO's to create mini-grants. The mini-grants would be in three (3) levels:

- Level:
- 1: basic level
 - 2: start work on creating SLO courses in own discipline.
 - 3: classroom Assessment

The criteria is as follows: to provide a brief description, indicate what level this project will be at, describe the outcomes, evidence, and provide a cost estimate. There will be a cap of \$600/stipend, and a maximum \$10/per person for food or \$50 maximum per group. Proposals are due by 11/4/05.

Ms. Bielawski suggested grant-writing workshops might be beneficial. It would be welcome by many faculty members to have a place on campus to refer too for available grant opportunities.

It was reported \$17,600 of the staff development budget is committed. Chairperson Morrissey requested committee members think about other programs and/or activities they would like to do on campus.

7. Needs Assessment

Chairperson Morrissey referred to the KH Consulting handout. The recommendations for Staff Development were read and explained. The recommendation is for Staff Development to move from a committee to a stand-alone program.

There was brief discussion regarding a potential Staff Development website. It was felt this would be beneficial to everyone. The KH Consulting report recommends the college create and implement a formal Staff Development program. This should include looking at the functions of Staff Development and continually assessing how the program meets college wide training needs.

Committee members were asked what their views of Staff Development were and what they would like to see, as far as the evolution of Staff Development. Staff Development is a good resource and body of knowledge for professional development.

Several inquiries regarding the logistics were made, specifically regarding Staff Development evolving into a program. Concerns were raised regarding what costs and funding might be required at this level.

One suggestion was to incorporate staff development as part of annual employee evaluations. Staff Development should be a part of how an employee improves his/her skills by asking them what they would like and need to learn.

8. Good of the Order

Nothing noted.

9. Adjournment

The meeting adjourned at 3:41 pm