



Staff Development
Approved Minutes
November 19, 2007, Room 2410
2:30-4:30 PM

Present: Carolyn Baranouskas, Bob D'Elena, Jackie Fitzgerald, Greg Johns, Laurel Jones, Barbara Morrissey (Chair), Jeff Sperry, Sylvia Rodriguez, Nancy Wright

1. **Call to Order:** 2:35 p.m.

2. **Agenda:**
Agenda was set as written.

3. **Approval of Minutes:**
A motion was asked for approval of the minutes of October 8, 2007 as written.
(B. D'Elena/J. Fitzgerald) to approve the minutes as written. *Approved: unanimous.*

4. **Committee Reports:**

A. Constituencies:

1. **Divisions:**

Ms. Fitzgerald inquired if the committee had received the forwarded email by Zina Rosen Simon, as discussed at the last meeting. The committee acknowledged it had been received.

2. **Classified:** No report.

3. **Administration:** No report.

B. **Chair's Report:**

Ms. Morrissey reported she recently attended the Academic Senate meeting to discuss Staff Development; specifically how both bodies can work collaboratively. She is also working with the Classified Senate to assist in Spring Flex Day training ideas. The next 4C/SD meeting will be held in San Ramon in April. At the recent meeting there was a very good breakout session titled "Professional Development is a College-wide Priority."

5. **Approval of Conference Proposals:**

The following conferences (24-27) were approved by consensus:

#24-08 Andrea Alvarado \$300
#25-08 Jim Gioia \$300
#26-08 Angella VenJohn \$300
#27-08 Nancy Wright \$300

#28-08 Estela Guerra (discussion) \$300

There was a discussion regarding the funding of Ms. Guerra's request. She has resigned effective the end of December. Ms. Morrissey inquired if the committee wanted to fund it. It was noted there is currently not a policy in place for funding/not funding a conference proposal when the employee resigns mid-year; one may be necessary in the future. Several concerns/questions were brought forward:

1. Is she tenured?
2. How would this benefit the college? (Refer to pages 3 and 4 of proposal)
3. How would she be able to share the information with her colleagues if she is leaving?
4. Has the conference money been earned?
5. Resource allocation/limited funds available to send others to conferences.

Mr. D'Elena put forth a motion to reject the request. Motion was not seconded.

There was discussion regarding the philosophy for giving conference funding. Ms. Wright noted she is in favor of funding it as Ms. Guerra is a colleague and Staff Development is for personal and professional development. If it assists in making someone a better teacher it benefits the college. At this juncture, the charge of the Staff Development committee was read.

Ms. Fitzgerald added several comments pertaining to the difficulty involved in making a decision. Based upon the information at hand she put forth a motion to not support/fund the proposal on the basis it would not benefit the college as Ms. Guerra would more than likely not be able to share her experiences with colleagues as the proposal form states.

(J. Fitzgerald/R. D'Elena) to not support/fund Ms. Guerra's Conference Proposal request on the basis of her resignation from the college at the end of December, and the limited amount of time for the sharing of experiences with colleagues, as outlined within conference proposal form. A hand tally was taken: 6 No, 2 yes. It was clarified that "no" votes meant those individuals were not in favor of funding the proposal. Conference proposal was denied.

Ms. Morrissey opened the floor to ideas/suggestions for possible policy guidelines should this circumstance arise in the future. Several questions/suggestions were:

1. If an individual resigns mid-year - no funding.
2. If already approved and resignation occurs is the approval rescinded?
3. Possibly include disclaimer in proposal: If after approved, an individual resigns or is fired, they are no longer eligible and the committee has the right to rescind with notice.

Ms. Morrissey indicated something to this effect would be drafted and presented at the December meeting.

6. Mini-grants

The following mini-grants were discussed and approved:

#01-08 Marilyn Marquis, Tiinia Hukari, Jonathan Brickman - approved for \$600 with some budget modifications: \$40 flat fee stipend x 14 potential participants = \$560, \$40 for food.

#02-08 Marilyn Marquis - approved for \$600. Budget modifications: \$25/per hour for 3-6 participants = \$550, \$50 for food.

#03-08 Karen Pihl - approved for \$600. Budget modifications: Budget will be changed to flat fee stipend of \$40 for faculty and \$32 for classified staff. There was concern \$100 for

refreshments for only two hours may be too high. Ms. Morrissey noted she will contact Ms. Pihl for clarification.

#04-08 Catherine Suarez - approved \$600. Budget: up to 20 hours for faculty at \$25/per hour not to exceed \$500, \$100 for food.

#05-08 Elena Cole - approved \$600. Budget: stipends to be paid for adjunct faculty at \$25 per hour up to \$500, \$100 for food.

#06-08 Michael Schwarz/Andrea Alvarado - on hold. The budget as submitted was unclear. It appeared the bulk of funding for event was to be paid by the division. There was confusion regarding what the term "supplement" meant in context to the proposed budget and wages. It was thought it may mean the staff development portion would be in addition to any hourly wage the participants would get normally. It was made clear the committee would not support paying hourly wages. It can only pay stipends. Ms. Morrissey indicated a stipulation could be attached stating they have up to \$600, which can be used to pay flat fee stipends only. More clarification was requested before approval could be granted.

#07-08 John Gonder - on hold. There was concern the request as submitted consisted of SLO's, which are not funded through Staff Development per the criteria as outlined on the guideline sheet of the grant request form. Ms. Morrissey noted she had a conversation with Mr. Gonder in which he explained the request is to also to update skill sets, and re-do certificates. Several committee members noted if this is approved, it may "open the door" to similar arguments made by others who have not been approved as a result of SLO's. It behooves the committee to maintain past practice consistency. A hand tally was taken on whether or not to approve. The outcome was 3 no, 4 abstain. The abstentions made it clear they would like more clarification before coming to a decision. Mr. D'Elena noted he would like to request that Mr. Gonder re-submit the grant with more information and clarification. It was suggested perhaps the wording might be redone. Ms. Morrissey noted she would contact Mr. Gonder via email first to request the information then proceed. It will more than likely require a virtual meeting.

7. **Basic Skills Initiative and Staff Development - Dr. Jones**

Dr. Jones briefly commented on a handout she provided regarding the Basic Skills Initiative and Staff Development. It is her hope the information in the document can be used as a tool to purely look at basic skills through the Staff Development portion. There is funding behind the initiative at the state level. Her goal is to obtain feedback and have a draft of the tool completed during winter break.

8. **Technology Training and Demonstration for Committee Members - Jeff Sperry**

Mr. Sperry provided a presentation on the accreditation wiki. It is updated on a continual basis, mostly by John Gonder. The wiki serves as a central document repository, which contains everything from comments to themes. It also contains a peer review feature. The server is located on campus. Dr. Jones noted the wiki will be demonstrated at a future town meeting.

Mr. Sperry also demonstrated software called Camtasia which allows narration to be added to presentations such as PowerPoint by creating a flash video. It will allow it to be saved to the web for use on Blackboard or websites. This would be useful in classrooms, conferences, etc. It is not just limited to Blackboard. Dr. Jones indicated it is very useful for creating a professional resources library. It was also mentioned the software will allow one to create a tutorial page.

In conclusion, the editable PDF version of the Staff Development Conference Proposal form was demonstrated. It will be forwarded to the committee for review and comments. In the meantime it will be posted on the Intranet under Committees, Staff Development.

Until the issue and concerns with digital signatures is addressed, individuals will still have to print the document and obtain appropriate signatures prior to submitting. The benefit to the new form is that it can be completed online. Mr. Sperry was thanked for his work on this.

9. Good of the Order

No report.

10. Adjournment

The meeting adjourned at 4:00 p.m.