



Staff Development
Approved Minutes
September 10, 2007, Room 1603
2:30-4:30 PM

Present: Toby Bielawski, Bob D'Elena, Jackie Fitzgerald, Roni Jennings, Greg Johns, Laurel Jones, Barbara Morrissey, Jeff Sperry, Sylvia Rodriguez, Nancy Wright

Absent: Carolyn Baranouskas

1. **Call to Order:** 2:30 p.m.

2. **Agenda**

Item 6D Ken Ross Conference Proposal was added. Date change for November Staff Development meeting was added as item 7A. By consensus the amended agenda was set.

3 **Welcome and Introductions**

Everyone was welcomed to the committee and introductions took place. Barbara provided a brief historical background about Staff Development and the future. One goal highlighted is the anticipated advancement of Staff Development into an eventual program. A handout detailing the charge of the committee was distributed. Barbara briefly touched upon the budgetary process and emphasized that Staff Development is required to budget somewhat differently, as we are not a line item in the college budget. Funding historically on campus has been provided directly from the President. More details pertaining to the budget are covered in agenda item 8.

4 **Approval of Minutes**

Dr. Jones indicated on page 2, paragraph two, she would like the sentence that refers to Convocation Day activities carried over to the next meeting as an agenda item along with a follow-up on the Developmental Education Conference, originally held in March 2007.

(G. Johns/J. Fitzgerald) to approve the minutes with notes as reported. Minutes were approved.

5. **Committee Reports**

A. **Feedback from Constituencies**

1. **Divisions**

Nancy reported her division is interested in finding out if the eligibility amount of \$300 for full-time faculty/staff will be increased.

2. **Classified**

Greg reported feedback about Help Desk sessions. He noted an overall positive response to it. Classified staff is interested in the sessions, but would like to see increased advertising and information distributed. Dr. Jones made the comparison between this program and why a much larger, broader training

session(s) isn't being conducted within the new Innovation Center. The question arose as to why this couldn't be done. It was explained that it probably could be in the Innovation Center for larger groups with a single topic such as Groupwise; however, much of the time many of the requests for assistance require the use of the individual's personal computer/workstation. Barbara indicated she will include Help Desk as a potential program offering again this year but will look into the possibilities of having at least one session for a larger group.

3. Administration
No report.

B. Chair's Report

Barbara once again welcomed everyone. She explained the agenda set-up and noted this was the area in which she usually provides brief reports. She reported she is an executive board member for the 4CSD, and will be bringing back information to share throughout the year.

6. Approval of Conference Proposals

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

Both Barbara and Carrie provided a review of the current process for submitting conference proposals. Conference proposals are due the first Monday of the month by 5:00 p.m. It was emphasized that it is the responsibility of the proposer to obtain the appropriate signatures and make sure all documentation is complete and included. In the week leading up to the meeting, proposals are reviewed, copied, and distributed to committee members for review. Everyone was reminded that out-of-state requests require Board approval and additional time to process. It is highly recommended they be submitted 5-6 weeks in advance of the conference. It was suggested the Board might be asked to "re-think" their out-of-state travel policy. It was explained that due to many parameters; mostly being insurance and liability issues, it became a Board policy. Barbara provided a brief historical perspective about the reason(s) for the implementation of the policy. There was a question about the timing of when an individual is informed as to whether or not their proposal has been Board approved. Dr. Jones noted she will inquire with the Board to gather more information. It was suggested that event "riders" might be able to be drafted and utilized, especially for those individuals who attend the same out-of-state conference annually.

B. Review conference proposal form

Everyone received a copy of the revised 2007-08 conference proposal form. Several of the changes were in response to feedback received in the spring. Barbara asked for additional feedback and indicated all ideas/suggestions are welcome. Forms can be found on the Intranet, outside office 2119, in the mailroom in building 100, or through all division administrative assistants. A question arose as to whether or not an individual still is required to complete the form if they are not seeking Staff Development funding. Dr. Jones provided clarification and noted they do not. In that case, they would simply go through the division deans. If Staff Development funding is desired, then the signed conference request form needs to go through the Staff Development process along with the conference proposal. In conclusion, the legitimate use for Staff Development funds was briefly discussed. It has been added the second page on the conference proposal coversheet. Current eligibility amounts are: \$300 for full-time faculty/staff, and \$150 for part-time faculty/staff. In order for a part-time staff member to be eligible they must also meet the requirement of working a 40% workload for two (2) consecutive years at LPC.

C. Responsibility of Staff Development Committee members

Barbara briefly highlighted the responsibilities of Staff Development Committee members. A copy of the Charge of the Committee was distributed.

D. Approval of conference proposals

The following conference proposals were approved:

#01-08 TeriAnn Bengiveno (out-of-state), \$300

#02-08 Brenda Weak, \$300

#03-08 Tina Inzerilla, \$255

#04-08 Cheryl Warren, \$255

#05-08 Ken Ross (out-of-state) - was not approved. Due to a late submittal and incomplete forms, it was forwarded to the VP of Academic Services. It was requested that notification also be referred to the dean when Ken was contacted informing him of the status.

7. Announcement for October Meeting: Focus Group for Accreditation

A memo drafted by Amber Machamer was distributed. As part of the accreditation preparation, the Offices of Academic Services and Institutional Research and Planning would like to conduct focus groups of shared governance committees. Barbara indicated this will be accommodated during the October Staff Development meeting.

A. November Meeting

Due to the upcoming Thanksgiving holiday, it was determined the November meeting will be held on Monday, November 19. Conference proposals are still due by 5:00 p.m. on Monday, November 5. Several members indicated they may have conflicts. It was felt these individuals could virtually provide their approvals/comments to Barbara for the conference proposals, and any other agenda items.

8. Budget

A. Review Final Budget for 2006-07

The final budget reports for 2006-07 were distributed and reviewed. One report which was not included in the handouts was the TTIP categorical report. Carie noted she will email a copy to the committee members.

- The Foundation assisted in funding the spring Classified Flex Day, which went along way to help offset the generous \$2000 Staff Development contribution.
- For the 2007-08 budget:
 1. The total amount available will approximately be:
\$36,447.07 - (\$25,000 from college + \$11,447.07 rollover from 06/07)
\$ 1,651.00 - (TTIP)
 2. \$1800 will be deducted from the 2007-08 budget for summer '07 approved conferences, which there were six (6).
 3. Regarding conferences: Approximately \$11,000 was spent on sending 67 people to 58 conferences. It was emphasized that last year we had approximately \$16,000 in TTIP funds to partially fund conferences, which will not be available this year. Barbara noted we have additional faculty this year.

She presented two (2) proposed amounts for conference proposal funding this year: 60 individuals @ \$300 each = \$18,000 or 50 individuals @ \$300 each = \$15,000.

One issue noted was the amount of funding Staff Development is paying to send multiple individuals from the same division to the same conference each year. It was suggested a rotational system may be pertinent in these cases, as this will allow more funding to be released for others to attend different conferences. Also, the need for some type of forum by which those who attend conferences can present and share the information they have learned to their counterparts was emphasized.

4. The question arose as to whether or not the eligibility amount (\$300/year) should be increased. One suggestion was to increase it to \$500/year for full-time faculty and staff. Barbara emphasized this will mean using a much larger sum of the budget for conferences, which will mean less will be available to fund other programs. One suggestion made was that if any conference expense totaled more than \$1000, a cap of \$500 would be instituted; this is the maximum amount Staff Development would reimburse up to, and for any conferences less than \$1000, the cap would be an amount under \$500.
5. Dr. Jones spoke briefly about other alternatives for how Staff Development can provide alternate funding (besides the \$300 for conferences.) It was suggested the committee might want to look more "globally" for ideas and programs to fund. It was felt additional discussion/analysis is needed before the committee can make any real determinations for which programs they would like to see and fund them. How to best utilize and equally distribute the resources is an on-going process. Dr. Jones reported the committee should move forward this year with planning based on what we already know and maintain the status quo. It isn't likely that any changes (eligibility increase, etc.) will be effective this year.
6. Barbara announced that Staff Development will be using the small of amount of TTIP (approx. \$1000) to pay for the Tech Ed group registration. This will include anyone on campus interested in going. Regarding the Great Teachers Conference, the mileage reimbursement for the two (2) individuals who attended in spring was higher than anticipated. Therefore, this may need to be re-evaluated should Staff Development decide to fund this program this year. Dr. Jones suggested Dr. Ted Kaye be contacted, as the Foundation may be able to fund the entire amounts this year. She also indicated she would like the participants to share what they learned with everyone.
7. Regarding Flex Days, Dr. Jones announced the faculty Flex Day in February will be on Accreditation. She indicated this would be mandatory for all faculty and staff. She went on to state that her office will carry forward funding for the Accreditation training. There was confusion whether or not this would "count" towards the Classified spring Flex Day.

The draft budget (07/08) as outlined on Board:

Beginning Balance:	36,447.07
	1,651.00 (TTIP)
Conferences:	Cost:
Summer '07	\$1800.00
Possible	60 @ \$300 = \$18,000.00
Possible	50 @ \$300 = \$15,000.00
Tech Ed Group Reg.:	\$1000.00 (TTIP)
Great Teachers:	2 @ \$900 + mileage
Classified Flex:	\$1,000.00 (for fall)
Faculty Flex:	\$1,000.00
New Faculty Dev.:	\$600.00
Mini-grants:	\$6,000.00 (10 @ \$600)

B. Establish Funding Priorities for 2007-08

Several ideas were suggested for potential funding priorities. They included:

- Help Desk (also to look into having larger class in Innovation Center, "Campus Help Desk")
- Technology training in computer lab
- Workshops on how students learn
- Mini-grants
- Health and Wellness
- Professional Development library - for capturing and archiving. It could include streaming video, conference reports, podcasts, etc.)

Barbara inquired as to whether or not mini-grants should be done again this year and if so, at what funding? Copies of last year's forms were distributed for review. Last year they were funded at \$600 each for 10 grants, for a total of \$6000. There was a brief discussion about the timeline/criteria, as many committee members felt the forms should be made available as soon as possible to allow for enough time to complete and submit. By consensus, it was approved to fund the same amount (\$6000) for grants this year. The same form will be utilized and the timeline will be tweaked. It was suggested this be taken back to divisions.

On another note, Barbara informed everyone that she has received a request by Catherine Eagan to fund a workshop to get adjunct trained to work in the ILC. It was submitted on an incorrect form. It is more of a mini-grant request in nature. Feedback was requested by the committee on whether or not to approve funding it. Dr. Jones reported this didn't need to go through Staff Development, as it meets a program review goal. The deans were provided a small amount of funding for these types of requests. She suggested it be referred back to the dean for the alternate source of funding.

9. Good of the Order

No report.

10. Adjournment

The meeting adjourned at 4:30 p.m.