



Staff Development
February 11, 2008, Room 1603
2:30-4:30 PM

Approved Meeting Minutes

Present: Carolyn Baranouskas, Toby Bielawski, Bob D'Elena, Jackie Fitzgerald,
Greg Johns, Ann Jones, Laurel Jones, Barbara Morrissey (Chair),
Jeff Sperry, Nancy Wright
Absent: Roni Jennings

1. **Call to Order:** 2:35 p.m.
2. **Agenda:**
Item # 9 was changed to: conference monies for mid-year resignations. No additional changes were noted. Amended agenda was approved.
3. **Approval of Minutes:**
(N. Wright/G. Johns) to approve the minutes of December 10, 2007 as written.
Approved: unanimous.
4. **Committee Reports:**
 - A. **Constituencies:**
 1. **Divisions:** Ms. Wright reported her division is looking at having a retreat regarding SLO's/orientations. More information should be out shortly.
 2. **Classified:** No report.
 3. **Administration:** No report.
 - B. **Chair's Report:**

Items Staff Development is currently working on was quickly highlighted (agenda item 8A). No additional report was made. Ms. Wright volunteered to assist with the new faculty workshop. It was suggested podcasts of the workshop could be created and utilized for those who cannot attend. There was a brief discussion regarding the difficulty in planning the workshops for new faculty around such diverse faculty schedules. It was noted it would be of great assistance if in the future the college could commit to a specific date/time for the orientation program for new faculty.

5. **Approval of Conference Proposals:**

The following conferences (34-36) were approved by consensus:

#34-08 Susan Hiraki \$300

#35-08 Marilyn Marquis \$300 (out-of-state)

#36-08 Michael Schwarz \$300

6. **Budget**

Barbara noted there have been no significant budget changes since the last meeting. With the approval of the three (3) new conference requests, the total amount approved to date is \$10,922.

Dr. Jones provided a brief update on the possibility of rolling over the \$1800 remaining from the mini-grants, as discussed at the last meeting. She has spoken with President Kratochvil, who is not opposed to it; however, due to current and projected budget concerns, indicated it is highly unlikely budgets will roll-over. It is recommended the placement of these monies be re-thought due to so many unknowns at this time. Barbara highlighted the (historical) funding mechanism for Staff Development has been at the discretion of the President. There was a brief discussion regarding summer conference funding.

It was explained that because of how the Staff Development budget is funded, summer conference funding has been limited because the money has to come out of the following year's budget. Since Staff Development is not a line item in the college budget, funding is uncertain from year to year. It was suggested the creation, prioritization, and presentation of a formal budget proposal for next year would be very helpful in garnering future funds. It was also suggested alternate mechanisms of funding may be possible through BSI (Basic Skills Initiative) or the general fund. Dr. Jones proposed looking at the Program Review model for guidance. Staff Development could be set up in a similar manner by using the Program Review template, which would outline funding abilities to allow for earlier resource planning for such items as mini-grants, etc. Dr. Jones provided a brief explanation of general fund monies and what types of items it pays for college wide.

It was proposed the \$1800 be used to increase the amount reimbursed (over \$300 eligibility) for expensive conferences. Barbara indicated that in an effort to be fair to all, this would not be wise to do mid-year. It was suggested perhaps the number or amount of summer conferences might be increased. Barbara explained the dilemma with summer conferences. The funding technically has to come out of next year's budget so, for example, if Staff Development is given \$25,000 for the 08-09 year, \$1,800 or whatever amount is approved for summer would have to immediately be deducted from the budget. Also, there is no one available in the Staff Development office over the summer to process paperwork. This is why all summer requests must be submitted and approved in May. Barbara indicated she will draft and distribute a "feeler" email to gauge the amount of interest in summer conferences. In the meantime, since it looks like there will be funding for summer conferences, it was suggested it be taken to divisions for feedback.

7. **Staff Development Website**

The (Grapevine) Staff Development site was previewed. Barbara highlighted the online resource links, which are available to anyone who wants to use it. It is still a work in progress and new items will be added routinely. If anyone has any good site they would like to have linked, please forward the information to Barbara. Dr. Jones requested the sabbatical web site be added.

Conference summaries are now being posted in an effort to provide faculty and staff access to information about the various conferences individuals are attending, as well as bring back information to share with colleagues. It was explained the content of summaries is up to an individual; however, overall most have been meeting expectations. It is being requested that individuals provide their conference summaries electronically to Carie Kincaid. Carie was thanked for her work in getting the site organized and linked.

8. **Program**

A. In Progress:

- Classified Flex Day is March 26, 2008. The theme is "Great People, Great Teams." It was requested the flyer, once created, be forwarded to Elizabeth Noyes.
- Help Desk dates have been set and flyer distributed via email. Dates are in February, March and April. The flyer is posted on the Staff Development web site.
- Faculty Flex Day is February 14, 2008 on Accreditation. Dr. Jones clarified the day is not mandatory for Classified staff but they do need volunteers, who are not on standards to be "wiki readers." Everyone is welcome.
- Library Workshop for part-time faculty is Tuesday, February 26, 2008. Flyers have been distributed and posted around campus.
- Teachers Teaching Teachers will have a meeting on Monday, February 25, 5:30 p.m. Additional dates are being planned for March and April.
- New Faculty Workshop is on February 25, 3-5 p.m., room to be determined.

B. Requests:

- Technology training for Classified Staff – It was reported several requests have been made by Classified for training in: Banner, Groupwise (extra features), latest version of MS Word, PowerPoint and Photoshop. Mr. Johns noted there are several good online tutorials and self help training guides available on the web sites for many of these. Mr. Sperry indicated there is also assistance available through the PDC. This led to a brief discussion about whether or not Classified staff perceives the PDC as professional development/technology training geared more towards faculty.

It was noted there are several in-house resources Classified can go to for training/assistance; one being the computer labs in Building 803. Perhaps it is an issue of communicating the resources more. Ms. Wright commented on her experiences taking a class on campus. Dr. Jones proposed compiling a list such as the FA does for faculty.

With regards to Banner training, it was suggested Eric Strickland or Jeannine Methe be contacted to set-up training sessions. There is a training center located within the district office that supposedly can be rented for activities such as this. It was suggested a “formalized” and/or “tailored” approach to communicating training opportunities would like to be seen implemented. It was proposed a “tech” flex day might be beneficial for all faculty and staff.

- Developmental Education Symposium – Barbara inquired if this was something the committee wanted to move forward with and begin planning. It is believed there is funding available through BSI (Basic Skills Initiative) and Staff Development. One issue brought forward after the last event, was the inclusion of classified staff, particularly instructional assistants. It was noted the request stemmed from the English Department. It was suggested the English Department be contacted to inquire if they could manage their schedules should the event be held on a Friday or possibly provide alternate options. Toby Bielawski volunteered to communicate this with her colleagues. It was requested Barbara send out a “feeler” email to gauge the level of interest, as well as potential impactions. Dr. Jones noted the last presentation was videotaped; she would be willing to facilitate putting them on the server for those interested in accessing it.
- Professional Development Library/Archive – It was reported work has started on this project. Dr. Jones indicated she would like it to be linked to the sabbatical website, as well as on the Grapevine. Other suggestions included web links for book selections and a book list consisting of titles on leadership, etc. Barbara noted she will contact the librarians for additional feedback and suggestions on how to best create a “professional development library.”

9. **Conference Monies for Mid-year Resignations**

Picking up from a discussion in December, the issue of conference monies for mid-year resignations was discussed. A formal policy is not currently in place as the situation has not arisen until recently. Many felt the issue was whether or not knowledge would be able to be brought back and shared, which is noted specifically on the conference proposal form. Conference reports are one mechanism by which knowledge can be harvested; however, it was noted there are many other mechanisms to consider. The question was raised as to whether or not there is an expectation to provide such knowledge and whether or not the conference monies have been earned.

Dr. Jones commented on the Faculty Association perspective and noted it can get “fuzzy” since Staff Development funding is general fund money. Mr. Johns along with several other committee members inquired as to what point is it determined that funds will be taken away and where is the “slider” going to be? Barbara noted these are all valid questions; this event has prompted everyone to think about “what does it mean to give conference monies to an individual?” Ms. Wright suggested perhaps a policy can be implemented that would take these types of cases on an individual basis and would include an appeals process. She volunteered to work on word smithing guidelines. Barbara noted she is advocating for a general policy that would be fair to everyone. There was a question about the number of individuals who actually come back from conferences and share the information gained.

Mr. D'Elena commented that "experience comes from attending the conference, not spending 10 minutes providing a written summary." It was suggested other list servers might be reviewed for ideas. It was emphasized that no matter what policy might be implemented, the committee does not want to become the "conference police." Dr. Jones highlighted the current conference proposal form (item #3) asks for how the information gained will be brought back and distributed. Barbara noted additional discussion and feedback is needed, and since it is a shared governance issue it should also be taken to the Classified Senate. The committee determined it would like to take the matter to the divisions with feedback being brought back to the March meeting.

10. **Good of the Order**

Everyone was reminded that the Accreditation Flex Day is this week. If anyone requires information or has any questions regarding the wiki, etc., contact Jeff Sperry.

11. **Adjournment**

The meeting adjourned at 4:30 p.m.