



Staff Development

December 10, 2007, Room 1603

2:30-4:30 PM

Approved Meeting Minutes

Present: Carolyn Baranouskas, Toby Bielawski, Bob D'Elena, Jackie Fitzgerald, Roni Jennings, Greg Johns, Ann Jones, Laurel Jones, Barbara Morrissey (Chair), Jeff Sperry, 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 November 19, 2007 as written. (G. Johns/B. D'Elena) to approve the minutes as written. *Approved: unanimous.*

4. **Committee Reports:**

A. Constituencies:

1. **Divisions:** No report.
2. **Classified:** No report.
3. **Administration:** No report.

B. Chair's Report:

Ms. Morrissey thanked everyone for their prompt virtual meeting responses. Dr. Jones commented briefly on the budget/economy both at the state level and within the District. It was reported the 2007/08 budget looks good; however, the state perspective for the 2008/09 year is forecast as bleak due to housing and credit concerns.

5. **Approval of Conference Proposals:**

Prior to conference approval, a brief discussion ensued about Nan Ho's proposal. Ms. Morrissey spoke with Ms. Ho prior to the meeting to clarify the details of her conference request. The conference is a year long series of field trips and meetings. Ms. Ho will use her \$300 eligibility for this year and re-apply next year. It was noted this is another circumstance that has not arisen in the past; therefore, there is currently no set policy.

There was a discussion about the scanning of conference proposal forms and documentation. Mr. Johns noted the high-speed copiers in the main work areas have the ability to scan documents. Ms. Morrissey noted one concern with scanning documents such as registration forms is that they may contain personal information.

The following conferences (29-33) were approved by consensus:

#29-08 Tobey Kaplan \$150
 #30-08 Candy Klaschus \$300
 #31-08 Deanna Horvath \$150
 #32-08 Melissa Korber \$300
 #33-08 Nan Ho \$300

6. **Budget Review**

A. End of Semester (mid-year)

Ms. Morrissey highlighted the mid-year budget sheet. She explained the sheet and noted an asterisk indicated the item was new or revised.

Beginning Balance: \$36,447.07				
	Proposed Budget	Approved	Expenditures	Remaining
*Conferences	\$15,000.00			
(-) Summer '07	(\$1,800.00)			
Balance:	\$13,200.00	\$10,022.60		\$3,177.40
Great Teachers:	\$2,400.00			
Classified Flex:	\$2,000.00			
Faculty Flex:	\$1,000.00			
Mini-grants:	\$6,000.00	\$4,200.00		\$1,800.00
Help Desk:	\$1,000.00	\$1,000.00	\$299.92	\$700.08
New Faculty Development:	\$600.00			
*TTT	\$2,000.00			
New Program Development:	\$3,000.00			
Program Costs:	\$500.00			
Total:	\$31,700.00			
	\$36,447.07			
	(\$31,700.00)			
Un-allocated:	\$4,747.07			

Barbara proposed moving the \$1800 remaining balance from the mini-grants into the conference account to assist with funding Spring conferences. Historically, there is typically a small shortfall at this time of the year in the conference account. By adding the \$1800 to the remaining conference balance (\$3,177), it would alleviate a potential Spring (conference) funding shortfall. Dr. Jones proposed maintaining the status quo. She noted the committee can make a commitment "to do what we can do," but to also keep in mind there may be additional funding that can be pooled through the Basic Skills Initiative. Mr. D'Elena expressed confusion about the reporting of the budget; specifically he felt it was inconsistent. Ms. Morrissey clarified the budgeting process; however, Mr. D'Elena felt it should be reported in a different manner. Ms. Morrissey noted she would be happy to work with him on future reports.

Several ideas were suggested for how to manage the proposed \$1800.00:

1. Fold it into the conference account.
2. Hold off until the committee can ascertain the need.
3. The budget can be revised later with funding moved accordingly.

Ms. Morrissey noted historically in the Spring, a minimum of 10+ conferences have been funded; she would like to get a specific number to budget for this spring. Ms. Wright commented that if 10 conferences are submitted, the current remaining balance (\$3,177.40) would be enough to cover them; the \$1800.00 could be used only as a last resort. Dr. Jones proposed rolling over the \$1800.00 for summer conferences, since this is the same amount as approved last year for summer. It would still be paid out of next year's budget. She explained it would be earmarking it out of this year's budget for next year. Ms. Morrissey explained how the budget has functioned historically. She indicated she is somewhat uncertain how this would work. Dr. Jones clarified she will have to get authorization from the President before committing to it. Ms. Fitzgerald indicated she favored holding off on making a decision until the March meeting. By then, the committee should have a good idea of the number of proposals being submitted for Spring.

In conclusion, the committee decided to have Dr. Jones approach the President first to ascertain the feasibility of rolling the funds over. If this is unsuccessful, the committee preferred to wait and see what the need is and adjust accordingly.

B. Future Planning

This was discussed under 6A.

7. Program Planning for Spring 2008

The Spring meeting dates are: February 11, March 10, April 14, and May 12. Ms. Morrissey spoke briefly about the planning underway for the New Faculty Development Program. She requested feedback as she is having difficulty scheduling dates due to the conflicts of the faculty schedules. Some ideas suggested:

- Hold meetings on Friday Mornings.
- Have a soup dinner and hold meeting from 4:45 – 6:45 p.m.

Ms. Morrissey thanked everyone for the ideas and reported the programs currently scheduled for Spring are: Classified and Faculty Flex, Help Desk, Teachers Teaching Teachers, New Program Development, and Great Teachers Seminar. Some additional ideas brought forward:

- Follow-up to last year's Program Development Conference. Include Classified and any others who want to attend. The topic would deal with at risk students.
- Invite the same guest speakers back.
- Refer to the "pumpkin book" for best practices. It was clarified this can be accessed on the web by googling BSI (Basic Skills Initiative).
- Invite Vincent Tinto as a guest speaker.
- Host a Health and Wellness day.

8. **Good of the Order**

Dr. Jones inquired if Mr. Sperry could provide assistance in creating a model for the Professional Development archive/professional library. The goal is to present something to the committee later in the Spring. Conference reports should start being submitted electronically if possible and provided to Mr. Sperry to upload.

Additionally, Dr. Jones would like to see this integrated with the sabbatical website with a link posted on the Contribute page for Staff Development. She also mentioned she would like to begin having Staff Development mentors for new faculty.

Ms. Fitzgerald noted other colleges might have ideas for guest speakers and programs we could offer here.

In conclusion, Ms. Morrissey thanked everyone for their feedback and work on the committee this semester. Happy Holidays!

9. **Adjournment**

The meeting adjourned at 3:45 p.m.