

Professional Development Committee

March 5, 2012
MINUTES
LA-202

Committee Members Attended Marcia Alfano-Wyatt, Doris Bolds, Ana Bojorquez, Jay Danley, Vanessa Engstrom, Laura Gomez, Susan Mattson, Reggie Metu, Dolores Moreno, Dena Murillo-Peters, Cory Schwartz, Nori Sogomonian

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Consent Item

Requests for Funding

1. **APPROVED for \$508.00 per the guidelines to approve up to a maximum of \$750 per year per full-time employee for professional development for the 2011-2012 academic year. Laura Gomez motioned to approve this request; Dena Peters 2nd the motion; 1 abstention.**

Name: James Robinson

Activity: Calif. Association of Alcohol/Drug Educators Conference

Sponsor: CAADE

Date: April 26-28, 2012

Location: Palm Springs, CA

Purpose of Project: This is a mandatory conference at which there will be a Board Meeting and I am a Board member. Networking opportunities with others in the field, education, latest research and developments in the field.

Costs: Reg: \$250.00 Trans: \$20.00 Hotel: \$208.00 Meals: Total: \$508.00

2. **APPROVED for \$250.00 per the guidelines to approve up to a maximum of \$750 per year per full-time employee for professional development for the 2011-2012 academic year. Laura Gomez motioned to approve this request; Dena Peters 2nd the motion; 1 abstention**

Name: Melinda Moneymaker

Activity: Same as Above

Sponsor: Same as Above

Date: April 26-28, 2012

Location: Palm Springs, CA

Purpose of Project: As a representative of the college program with CAADE, Networking opportunities with others in the field, education, latest research and developments in the field.

Costs: Reg: \$250.00 Trans: -0- Hotel: -0- Meals: Total: \$250.00

Discussion ensued on clarifying the issue of not more than one (or two?) person attending the same event, per guidelines from previous president. Discussion also on the 30-day timeframe to submit travel claims. A notice was recently sent out campus-wide to remind everyone of this Administrative Procedure 7400.

3. **APPROVED for \$205.00 per the guidelines to approve up to a maximum of \$750 per year per full-time employee for professional development for the 2011-2012 academic year. Dena Peters motioned to approve this request; Vanessa Engstrom 2nd the motion; 1 abstention.**

Name: Diane Roque

Activity: Rainbows to Understand Children Conference

Sponsor: Kid N Care

Date: March 16-17, 2012

Location: Ontario, CA

Purpose of Project: Overview of language and literacy preschool learning foundations.

Costs: Reg: \$205.00 Trans: -0- Hotel: -0- Meals: Total: \$205.00

4. **APPROVED for \$750.00 per the guidelines to approve up to a maximum of \$750 per year per full-time employee for professional development for the 2011-2012 academic year. Laura Gomez motioned to approve this request; Dena Peters 2nd the motion.**

Name: David Rubio

Activity: State Convention

Sponsor: California Community College Athletic Association

Date: April 2-5, 2012

Location: San Mateo, CA

Purpose: Attend conferences, clinics and vote on state legislation.

Costs: Reg: \$300.00 Trans: \$308.80 Hotel: \$237.40 Meals: -0- Total: \$846.00

Additional Information

Review and Approve Minutes

- From February 6, 2012 – draft sent to committee members prior to meeting for review before meeting. Regi Metu motioned to approve the minutes of 2/6/12 as written; Nori Sogomonian 2nd the motion; 1 abstention.

Professional Development

- Email Voting Process
Discussion ensued on the email voting process; some issues concerning those who use a MAC computer.
SD-1 revised form and five-step process
Discussion ensued on the five-step-process--need to make sure that Instruction Office is aware of the changes that took place several months ago when the committee and Larry Buckley agreed to streamline the process, eliminating a double-signature step for the VPI. Further discussion on the SD-1 revised form and the process, such as itemized receipts for food and hotel and how to make more clear to requestors. It was agreed by the committee members that the SD-1 should remain as written until such time as the committee agrees to any future revisions. Nori Sogomonian to notify Instruction Office personnel.
- Budget Tracking
Nori Sogomonian presented an update on the budget for conference requests. At present, there is \$24,000+ available in the main account 01-00-01-9018-0000-5200.00-6750. Dena Peters also noted the Purchasing deadline date to submit PRs, which is 5/4/12. The committee needs to set a date prior in which conference requests can be submitted in order to meet this deadline. Nori Sogomonian suggested the week prior as a deadline—to discuss and finalize at the next meeting.

Flex & Flex Reports

- Flex Committee:
 - A-E Vanessa Engstrom
 - F-J Jay Danley/Suzi Mattson (new)
 - K-O Regi Metu
 - P-T Dolores Moreno
 - U-Z Laura Gomez
- Flex Account Access

Discussion ensued on the flex admin account access; there were some issues with access, but they have now been resolved.
- Flex Reflection Summary Online Form

Nori Sogomonian plans to get with Courtney Hunter to discuss the form and other issues to help understand her temporary assignment.
- Flex Day, April 3, 2012
 - Purchasing Proposals
 - Teaching for Success (Kay Weiss' suggestion)

Nori Sogomonian asked the committee for recommendations on creating activities for this particular day. She did a survey and got some good feedback—most want workshops/training on Blackboard and WebAdvisor, some breakout sessions from Great Teachers, Excel, MAC. Laura Gomez stressed finding out what people in Student Services would like in order to encourage them to attend.

Classified Staff Appreciation

- Planning Updates – Dena Peters to report.

Dena Peters reported that the planning committee is doing a district-wide survey to classified employees to find out the area of interests for workshops; more on survey responses for discussion at the next meeting on 3/9/12. Cory Schwartz asked about the BBQ and if this was going to be a district-wide event this year—Dena to follow-up on Cory's inquiry.

Announcements/Reports

- From the committee members

Discussion on the committee structure and timelines; Academic Senate has the Professional Development Committee down for Thursdays, from 1:00-2:30 p.m. This is causing issues with the way faculty plan their schedules; the committee may need to meet on the assigned date in the fall, and then rearrange accordingly. Discussion ensued on what has been done in past years.
- Next meeting, need to discuss because next regularly scheduled date is Monday, March 20, Spring Break.