

# Professional Development Committee

November 5, 2012  
MINUTES  
LA-202

Committee Members Doris Bolds; Ana Bojorquez; Jay Danley; Vanessa Engstrom; Laura Gomez; David Rosales; Alicia Tuvida; Dena Murillo-Peters; James Smith Nori Sogomonian.

## Agenda

Consent Agenda 3

Other Business 4

**TABLED – Discussion ensued among the committee members on following policy, on the presenter fee, the amount requested, and the required signatures. It was agreed to table this item and revise the request to show the appropriate amount being requested.**

Name: James Smith

Activity: 22<sup>nd</sup> Annual International Leadership Conference

Sponsor: Mesa Community College

Location: Phoenix, AZ

Dates: April 4-7, 2013

Purpose: Conference will benefit the district to address the administrative and academic needs of post-secondary leaders, develop the skills required for effective leadership. I will be able to meet and share ideas, issues, and challenges with colleagues from other post-secondary organizations worldwide.

Costs: Reg: \$325.00 Trans: \$354.13 Hotel: \$477.00 Meals: \$150.00 Other: \$10.00 (Parking) Total: \$1316.13

**APPROVED – This request was approved for \$250 per the guidelines for adjunct employees to be funded up to \$250 per year for professional development. Jay Danley motioned to approve this request; Ana Bojorquez 2<sup>nd</sup> the motion. Request approved by general consensus.**

Name: Todd Bartholow

Activity: Certified Welding Inspector, Certified Welding Educator Seminar/Exam Combo

Location: Long Beach, CA

Dates: January 27–February 2, 2013

Purpose: A Certified Welding Inspector certification for instructor would benefit students because it would provide them a broader scope of knowledge in field of study. Benefit to the District is that it would also provide additional revenue for the district and department because welding certification testing could be held at facility because the requirement of a supervising Certified Welding inspector would be fulfilled. Costs:

Reg: \$2,295.00 Trans: \$71.01 Hotel: \$660.00 Meals: \$150.00 Other: -0- Total: \$3,176.01 requesting \$250 from PD

**APPROVED – This request was approved for \$104.64 per the guidelines for adjunct employees to be funded up to \$250 per year for professional development. Jay Danley motioned to approve this request; Vanessa Engstrom 2<sup>nd</sup> the motion.**

Name: Kent Melancon

Activity: Faculty Development Workshop on Teaching Renewable Energy

Sponsor: Desert Regional Consortium for Workforce Education

Location: College of the Desert, Palm Desert, CA

Dates: December 7, 2012

Purpose: The benefit to the district will be that Mr. Melancon will gain the knowledge needed to develop a comprehensive renewable energy program for the auto curriculum and diesel curriculum, which will enable the district to apply for green technology grants.

Costs: Reg: -0- Trans: 74.64 Hotel: -0- Meals: \$30.00 Other: -0- Total: \$104.64

### Review and Approve Minutes

- October 15, 2012: The minutes were not available; they will be forwarded to the committee for review and comment at the next scheduled committee meeting on Nov. 19.

### Professional Development

- Professional Development Plan: The three-year plan is up for review and update along with the mission. Nori would like to meet with James and Dena prior to the next meeting to help her to understand the planning process. She will be sending a copy of the last three-year plan to the committee members for review and discussion at the next meeting.
- Great Teachers Seminar: Nori has submitted a request to the President for funding for this event. She wanted to know how this event was funded in previous years. She will also be submitted a proposal to the Basic Skills committee for funding consideration.

### Flex & Flex Reports

- 10/23/12 Event: Discussion ensued on whether or not this event qualified for flex time for faculty. It was noted that this event was sponsored by Professional Development and that flex time would be given for those who attended. James Smith proposed to have a summary of the feedback that was submitted to share with the committee. There were lots of constructive ideas.
- Flex Committee: Vanessa said she has received inquiries from people who have submitted their flex hours, but have not yet been approved/processed. A reminder to the flex committee members to check their alphabet section and approve flex hours submitted.

A-E Vanessa Engstrom  
F-J Suzi Mattson  
K-O David Rosales/James Robinson  
P-T Michael Durrett/Alicia Tuvida/Laura Gomez  
U-Z Jay Danley

### Announcements/Reports

- Strategic Plan: In light of the upcoming and ongoing preparation for accreditation, he noted the importance of having partnerships (K-12), and the use of the web and Internet resources. These are goals that can be used for the strategic plan, which is also being revised and updated. He mentioned that we have dialogued on our policies and procedures. All of the above align with the educational master plan.

Committee Charge: The Professional Development Committee serves as an advisory committee for the college professional development programs, and as a resource for training needs across campus. The committee prepares and implements the state required three-year Human Resources Development Plan, and reviews it annually to assure that campus goals and objectives are being met. The committee allocates staff development funds based on criteria in the plan. Additionally, the committee is responsible for planning, programming and communication of campus professional development programs. The faculty members on the committee serve as the campus sabbatical leave committee and make recommendations to the college president for proposed leave recipients. The faculty members also serve as the campus flex committee (1<sup>st</sup> and 3<sup>rd</sup> Thursdays, 1:00 – 2:30).

## ADDENDUM

**APPROVED: The following four (4) requests were approved for the amounts noted per the guidelines to fund conferences and seminars up to \$750 per year per full-time employee for professional development for the 2012-2013 academic year. Jay Danley motioned to approve these requests; Vanessa Engstrom 2<sup>nd</sup> the motion. Requests approved by consensus.**

Name: Johnny Kates

Activity: Basic Supervision

Sponsor: Fred Pryor Seminars

Location: Ontario, CA

Dates: December 5, 2012

Purpose: Required skills every supervisor must have, skills to effectively supervise friends with former peers, identify difficult employees and handle them appropriately. Two supervisors that are in key roles that support the entire campus that have had no supervisory training.

Costs: Reg: \$149.00 Trans: \$18.10 Hotel: -0- Meals: \$50.00 Other: -0- Total: \$217.00

Name: Guillermo Parra

Activity: Basic Supervision

Sponsor: Fred Pryor Seminars

Location: Ontario, CA

Dates: December 5, 2012

Purpose: Required skills every supervisor must have, skills to effectively supervise friends with former peers, identify difficult employees and handle them appropriately. Two supervisors that are in key roles that support the entire campus that have had no supervisory training.

Costs: Reg: \$149.00 Trans: \$18.10 Hotel: -0- Meals: \$50.00 Other: -0- Total: \$217.00

Name: Guillermo Parra

Activity: Making the Transition from Staff to Supervisor

Sponsor: Fred Pryor Seminars

Location: Ontario, CA

Dates: January 17, 2013

Purpose: Two supervisors in key roles that support the entire campus that have not had any supervisory training. Avoid the most common pitfalls; manage the different work, personality styles, build trust and gain respect, improve communication skills.

Costs: Reg: \$199.00 Trans: \$18.30 Hotel: -0- Meals: \$50.00 Other: -0- Total: \$267.30

Name: Johnny Kates

Activity: Making the Transition from Staff to Supervisor

Sponsor: Fred Pryor Seminars

Location: Ontario, CA

Dates: January 17, 2013

Purpose: Two supervisors in key roles that support the entire campus that have not had any supervisory training. Avoid the most common pitfalls; manage the different work, personality styles, build trust and gain respect, improve communication skills.

Costs: Reg: \$199.00 Trans: \$18.10 Hotel: -0- Meals: \$50.00 Other: -0- Total: \$267.10