

Professional Development Committee

April 15, 2013
Minutes
LA-202

Committee Members Present Ana Bojorquez; Jay Danley; Laura Gomez; Susan Mattson; James Robinson; Alicia Tuvida; James Smith Nori Sogomonian.

Two conference requests (below) were considered for 2013-2014:

- 1) A motion was made and seconded to approve the Curriculum Institute at \$250 for Corrina Baber since one person had already been approved for the same conference (Nicole Williams). (Note: at the time the committee believed the previous amount was \$750, however, the total was \$690 which means we can approve \$310.*). There was discussion about each receiving equal amounts per the guidelines, however since one came to the committee first, that requestor will have priority. Nori will speak with requestor to find out preference.
- 2) A motion was made and seconded to approve the Summer Institute for Laura Gowen, Alumni Relations. The requestor is encouraged to use the statewide travel option as the price of the tickets seemed very high. Nori will work with requestor on travel arrangements. Requestor will be invited to make a presentation to the committee upon return.

The following discussion items emerged during approval of the conferences:

- Committee would follow the “first come, first served” guideline posted on the website
- We would invite the person who was approved first to consider an equal split
- We encourage attendees to present upon return
- We intend to have Statewide Travel/Concur workshops ongoing for faculty to inform of the process
- We want to create a culture of sharing information

APPROVED \$250 per the guidelines of funding for conferences and seminars of up to a maximum of \$1,000 per conference or workshop for up to two (2) or more people applying for the same event, per discussion noted above.

Name: Corrina Baber

Activity: Curriculum Institute

Sponsor: Academic Senate of California Community Colleges

Location: Anaheim, CA

Dates: July 11-13, 2013 (Per FY 2013-2014 availability of funds.)

Purpose: Attending the conference is beneficial to the follow in that the curriculum committee colleagues discuss and share information pertaining to State regulations and development of Curricunet. The discussions and information is valuable to the District in order to be in compliance with regard to curriculum and to develop strategies for implementing as efficiently and effectively as possible at SBVC.

Costs: Reg: \$385.00 Trans: \$30.00) Hotel: \$305.00 Meals: \$100.00 Other: -0- Total: \$820.00

APPROVED for \$750 per the guidelines of funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the academic year.

Name: Laura Gowen

Activity: Summer Institute in Alumni Relations

Sponsor: CASE (Council for Advancement and Support of Education)

Location: Burlington, VT

Dates: 8/4/-8/8/2013 (Per FY 2013-2014 availability of funds.)

Purpose: 1. The benefit to the district will be in that we (SBVC) is making strides to pursue alumni as partners in our endeavors. The value of this conference is that it will provide our campus with training, not otherwise obtained, in conjunction with our alumni body for the purpose of capturing and building a strong relationship.

Costs: Reg: \$2,195.00 Trans: \$984.90 (air) Hotel: -0- Meals: \$125.00 Other: -0- Total: \$3,304.90

April 1, 2013 Minutes: Minutes were approved.

Professional Development – issues/updates/reports

- FLEX activities–questions - no questions this meeting, however Flex committee members requested a common meeting outside of the Professional Development Committee meeting
- Budget–Nori informed that the remaining \$2,300 will be used for Classified Staff Appreciation Week and there will be no more requests for funding accepted.
- CPR–Ana reported she spoke with Red Cross and another CPR certificate granting institution. Red Cross charges \$90/person. The other institution charges \$60/person for a group of 14 and would discount more if more attended. Committee was informed about courses offered for free and we will be alert for any upcoming opportunities. There is not funding this semester to pay for an outside presenter. Nori will check with Elaine Akers about CPR offerings. She will also check with Ken Blumenthal, the Facilities and Safety committee and with Keenan.
- We will work on our Professional Development Plan–Mission Statement at our next meeting from 2:00–3:00 p.m. in LA0208.
- Classified Staff Appreciation Week–Nori reported she and Dena and the committee are making arrangements. Nori invited members present to conduct a workshop if they were so inclined.
- On May 6 2:00–3:30 p.m., we will have a planning meeting in the President’s Conference room (if available). Check e-mail for updates. It was suggested to have food at this meeting–any funding ideas?

Next meeting: The next meeting is Monday, April 29, 2013 in LA-208, Professional Development Lab.

1:00–2:00 p.m. FLEX committee meeting–group lab on checking in flex hours (faculty only)

2:00–3:00 p.m. Planning Meeting (All members)

3:00–4:00 p.m. committee meeting–group lab on checking in flex hours (faculty only)