

Professional Development Committee

August 19, 2013
MINUTES
LA-202

Committee Members Attended: Doris Bolds; Vanessa Engstrom; Susan Mattson; James Robinson; Alicia Tuvida; Dena M. Peters

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Consent Agenda:

All three consent items were pulled for discussion.

APPROVED for \$750 per the committee guidelines for funding conferences and seminars up to \$750 per year per full-time employee for professional development for the 2013-2014 academic year. Vanessa Engstrom motioned to approve this item; Doris Bolds 2nd the item.

Name: Craig Petinak, Marketing & Public Relations

Activity: Designing, Building & Inspiring Conference

Sponsor: National Council for Marketing & Public Relations (NCMPR)

Location: Tempe, AZ

Dates: Sept. 25-27-2013

Purpose: To learn the latest techniques in community college marketing & public relations, and to gain insight into today's realm of shrinking budgets and increased workloads and how to keep up with the job. Will also be a PRESENTER at the conference.

Costs: Reg: \$300 Trans: \$268.72 Parking: \$65 Hotel: \$300 Meals: \$150 Presenter: \$200 Total: \$1,083.72

APPROVED for \$434.89 per the committee guidelines for funding conferences up to a maximum of \$1,000 per conference or workshop for up to two (2) or more people applying for the same event. Susan Mattson motioned to approve these two items; Vanessa Engstrom 2nd the motion.

Name: Tamara Maurizi, Nursing/Science (Faculty)

Activity: Fall 2013 Joint Statewide Conference

Sponsor: Calif. Organization of Associate Degree Nursing Directors & Calif. Association of Colleges of Nursing

Location: Palm Springs, CA

Dates: Oct. 2-4, 2013

Purpose: New director orientation to BRN updates, as well as opportunity to dialogue with BRN. Discuss the institute of medicine recommendations on nursing education. Participate in the future of nursing practice dialogue.

Costs: Reg: \$250 Trans: \$27.89 Parking: \$32 Hotel: -0- Meals: \$125 Total: \$434.89

APPROVED for \$565.11 per the committee guidelines for funding conferences up to a maximum of \$1,000 per conference or workshop for up to two (2) or more people applying for the same event.

Name: Carol Wells, Nursing/Science (Dean)

Activity: Fall 2013 Joint Statewide Conference

Sponsor: Calif. Organization of Associate Degree Nursing Directors & Calif. Association of Colleges of Nursing

Location: Palm Springs, CA

Dates: Oct. 2-4, 2013

Purpose: New director orientation to BRN updates, as well as opportunity to dialogue with BRN. Discuss the institute of medicine recommendations on nursing education. Participate in the future of nursing practice dialogue.

Costs; Reg: \$250 Trans: -0- Hotel: \$340.42 Meals: \$125 Total: \$715.42

Additional Information

Welcome Back!

Review and Approve Minutes: Minutes from May 6, 2013, the last meeting held in Spring 2013 were approved as written.

Professional Development Coordinator Recruitment Update: A quick update, the interview process has been completed and an offer was made and accepted to the selected candidate. Pending September board approval, we hope to have a new coordinator at September end.

Professional Development Meeting Due Dates for Conference Requests: Dena Peters updated the email previously sent out for the committee's review. This email will go out to the campus following the committee meeting.

Great Teachers' Retreat – Jan/Feb 2014: Discussion ensued on the planning of this event, location, possibly having a two-day event instead of a three-day event, do we have to have 100% participation, or can attendees come after a class, come and go, if needed during the retreat, would allow for more participation. Suggested we find out what amounts we spent last year, for a total budget line item for the next meeting.

Classified Staff Appreciation Week – Spring Break: The Classified Staff Appreciation Week will take place during the Spring Break, so we will start the planning process soon.

Professional Development Budget: Discussion on the budget for the above-mentioned events and setting aside funds, as well as seeking outside sources of funding as we've done in the past. Possible get a ballpark figure on these events from the past.

Announcements/Reports: Items of discussion: Faculty orientation; training calendar; Child Development questions for the committee (turned away @ Classified Staff event BBQ; would like workshops geared to CDC, such as CPR training—Ana Bojorquez looked into this before, check past minutes, it was quite expensive).

Flex & Flex Reports: The committee members said the list below is not the current list; Dena to go back and check and make an update for future meetings (look at 5/6/13 minutes). Also, need to check with Jason Brady on updating the flex submission process for the current academic year.

- **Flex Committee:**

A-E Vanessa Engstrom

F-J ~~Jay Danley~~/Suzi Mattson

K-O David Rosales/James Robinson

P-T Michael Durrett/Alicia Tuvida/ Laura Gomez

U-Z ~~Laura Gomez~~ Jay Danley

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 (1st and 3rd Thursdays, 1:00 – 2:30).

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