

# Professional Development Committee

October 6, 2014  
MINUTES  
LA-202

Committee Members Present Ana Bojorquez; Jay Danley; Vanessa Engstrom; Susan Mattson; Alicia Tuvida; Dena M. Peters  
Guest: Rhiannon Lares, TESS/Distributed Education, SBCCD

## Agenda

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### Consent Agenda:

Per the guidelines for considering and approving conference requests submitted to the Professional Development Committee has considered the following request(s):

- 1. APPROVED for \$151.00 funding per the guidelines for adjunct employees to be funded for up to \$240.00 per year for professional development. Vanessa Engstrom motioned to approve this request; Susan Mattson 2<sup>nd</sup> the motion. Approved by general consensus.**

### Name: Robert “Chris” Berry, Humanities, PT Faculty

Activity: 2015 NAMM Show & Music Education Days

Sponsor: National Association of Music Merchants (NAMM)

Location: Anaheim, CA

Dates: Jan. 22-25, 2015

Purpose: this event is the most comprehensive trade show in the world. Almost all available musical instruments, software, publications and supplies are exhibited her. The education arm of NAMM, the NAMM foundation, sponsors many clinics and events of use to instructors at all levels. I represented SBVC by presenting at this conference last year and in 2012.

**Costs: Reg: \$25.00 Trans: \$86.00 Hotel:-0- Meals: \$40.00 Total: \$151.00**

## Additional Information

### Review and Approve Minutes:

- September 15, 2014 – Susan Mattson motioned to approve the minutes of 9/15/14; Ana Bojorquez 2<sup>nd</sup> the motion. Minutes approved as written.

### Professional & Organizational Development:

- Budget Update – Balance \$15,992.57: The committee reviewed the current balance for professional development funding.
- Professional Development Plan updated on website: Discussion on the current plan, which was updated on the website for the accreditation visit. Note that the plan is for 2013-14 year, and should be updated for 2014-15.
- Upcoming Events: We want to keep these events on the agenda and for funding purposes.
  - Great Teachers’ Retreat – Jan/Feb 2014
  - Classified Staff Appreciation Week – Spring Break

**Sabbatical Leaves 2015-2016:**

- Email sent out to faculty (FT) on 9/24/16 from Human Resources: The committee wanted clarification on the number of leaves approved—is it two for the district or two for each campus? Discussion ensued on the timeline and deadlines dates. Applications are to be submitted to the president by 11/1/14, after which the sabbatical subcommittee will review applications submitted and make recommendations to the district no later than 11/15/14. The committee also needs to send a campus-wise email to all full-time faculty with the timelines to submit for sabbatical leave. Dena to check with the district on the authorized number of leaves and prepare email to go to the campus on sabbatical leave timeline and deadline dates.
- Info and application posted on committee website: A quick note that sabbatical leaves are available to all full-time, but not to part-time, adjunct employees. Will update the posting to the website.

**Flex & Flex Reports:** Per discussion at the last meeting, Jason Brady was contacted to give access to new committee members. That has been completed, and Jason also had a list of committee members from years' back that the subcommittee should review and update. The subcommittee to meet after today's meeting to work out the details on who will handle flex submissions for 2014-15.

Updated 10/6/15:

- **Flex Committee:**

A-C	Vanessa Engstrom	D-G	Susie Mattson
H-K	Quincy Brewer	L-N	James Robinson
O-S	Alicia Tuvida	T-V	Jay Danley
W-Z	Laura Gomez		

**Announcements/Reports**

Per discussion at last meeting on soft-skill training for financial aid department, the committee and Rhiannon Lares were to come back today with ideas and/or suggestions. Rhiannon Lares met with Tre Glazatov and have a few in-house ideas, that will take time to develop and implement:

- Face-to-face, suggest doing during Classified Connection Week, or
- Provide training to certain departments
- Online/in-house, we would need to develop, and may not be available until next fall.
- Lynda.com, the district is currently looking at purchasing a district-wide membership, which would allow all employees access to Lynda.com

Rhiannon would like to know who to work with in coordinating the training efforts for the financial aid department and for the campus in general. The professional development coordinator would be the key contact person.

Also, Ana Bojorquez provided a handout of the timeline checklist that she uses in providing customer service to SBVC students.

*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> Mondays, 2:00-3:00 p.m.).*