

Professional Development Committee

November 3, 2014
MINUTES
LA-202

Committee Members Present Jay Danley; Laura Gomez; Susan Mattson; Alicia Tuvida; Dena Murillo-Peters; James Smith

Agenda

Consent Agenda 2

Other Business 5

Consent Agenda:

GUIDELINES for considering and approving conference requests submitted to the Professional Development Committee:

The Professional Development Committee has approved funding for conferences and seminars **up to \$750 per year per full-time employee** for professional development for the 2014-2015 academic year.

A maximum of **\$1,000 will be available per conference or workshop for up to two (2) or more people** applying for the same event. Funding is available on a first-come, first serve basis.

Adjunct employees may be funded for up to \$250 per year for professional development.

Presenters are entitled to additional funding up to \$200.

Any employee who receives funding may be requested to share gained information with the campus community.

Consent Agenda:

Consent item #2 was pulled. Jay Danley motioned to approve the remaining consent item; Laura Gomez 2nd the motion. Discussion ensued on the presenter fee. All in favor by general consensus.

1. Name: Jeremiah Gilbert, FT, Faculty, Math – APPROVED for \$274.19 (Requested \$74.19 plus \$200.00 presenter fee) per the guidelines outlined above.

Activity: Fall 2014 So-Cal-Nev Section Meeting (Presenter)

Sponsor: Mathematical Association of America (MAA)

Location: Claremont, CA

Dates: Nov. 1, 2014

Purpose: both SBVC and SBCCD will be represented at this regional conference where I will be a presenter. Very few community colleges present at these meetings. In addition to presenting, I will sit in on other sessions and keep up-to-date on current mathematical research and mathematics related projects.

Costs: Reg: \$45.00 Trans: \$29.29 Hotel: -00 Meals: -0- Total: \$74.19

Presenter Fee: \$200?

2. **Name: Mary Valdemar, Ed Gomez & Kathy Adams [GROUP ACTIVITY] – APPROVED for \$1,000 towards this event per the guidelines outlined above. Mary Valdemar attended to make a presentation to the committee on this group activity. Discussion ensued on the topic subject, where it was going to take place, where the other funding was coming from, etc. Susan Mattson motioned to approve this item; Laura Gomez 2nd the motion. All in favor, approved by general consensus.**

Activity: Cultivate A Creative Mind with Guest Speaker Simon Silva

Sponsor: LFSAA, Mecha, Child Development Dept, & SCTA Co-Sponsored

Location: San Bernardino, CA

Date: December 3-4, 2014

Purpose: This event will be open to all faculty and staff of the campus and the CDC, along with their students.

Collaboration between departments and programs ensures student, faculty and staff attendance for topic that is vital to the development of effective and mindful teachers.

Costs: Reg: -0- Trans: * Hotel: * Meals: -0- Total: \$5,000**

***Total cost is all inclusive of travel and lodging for guest speaker.**

****Sponsors are asking for \$1,000 from Professional Development for this group activity.**

Additional Information

Review and Approve Minutes:

- October 20, 2014 – Minutes reviewed. Laura Gomez motioned to accept the minutes as written; Susan Mattson 2nd the motion. Minutes accepted as written.

Professional & Organizational Development:

- Budget Update – Balance as of 10/21/14: \$11,944.18 – Dena provided the budget update with a note that there has been a conference request canceled, so these monies will go back into the 5200 account.
- Professional Development Plan update 2014-2015 – to be updated.
- Update on attendance to CCC Professional Development Clearinghouse Summit, ref. email from Dena sent to the committee members on 10/14/14 – There are three (3) committee members registered to attend this summit, along with the Classified Senate president.
- Upcoming Events – these items are on the agenda for budget purposes.
 - Great Teachers' Retreat – Jan/Feb 2014
 - Classified Staff Appreciation Week – Spring Break
 - Soft skills training for Financial Aid Dept. – developmental process – Rania will work with DCS/TESS on developing a training program for financial aid.

Sabbatical Leaves 2015-2016:

- One (1) application submitted to President's Office 10/28/14 – as of 11/3/14, six (6) applications were submitted to the President's Office.
- Recommendation to have committee members review applicant(s) in the President's Office - The committee members can review the applications which will be available in the Research, Planning & Institutional Effectiveness division.
- Deadline Dates for Subcommittee*
 - Applications submitted to President: Nov. 1, 2014
 - Application review process by *campus committee
 - Recommendations to the District: Nov. 15, 2014 – the deadline date has been extended to Nov. 18, 2014 so that Rania will be able to participate in the recommendation.

Flex & Flex Reports:

For review and update*:

- **Flex Committee:**

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

*Committee updated 10/6/14.

Announcements/Reports:

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