

Professional Development Committee

November 17, 2014
MINUTES
LA-202

Committee Members Present Ana Bojorquez; Jay Danley; Vanessa Engstrom; Susan Mattson; Alicia Tuvida; Dena Murillo-Peters; James Smith; Rania Hamdy

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.

1. Name: Ricky Shabazz, VP, Student Services - This request was PULLED for discussion. Discussion ensued on professional development funding provided for administrators. Has this occurred in the past? Both James and Rania to discuss further and make a determination and notify the requester.

Activity: ACCCA Annual Conference

Sponsor: Association of California Community College Administrators

Location: San Francisco, CA

Dates: Feb. 25-27, 2015

Purpose: Professional development for CCC administrators; ACCCAs annual event features outstanding breakout sessions for CCC administrators that focus on innovative, fresh ideas and best practices to inspire collaboration.

Costs: Reg: \$ 445.00 Trans: \$390.47 Hotel: \$589.32 Meals: \$200.00- Total: \$1,624.79 (\$874.79 funded from other sources).

2. Name: Christie Gabriel-Millette, Research Analyst, FT, Research & Planning – Susan Mattson motioned to approve this item; Vanessa Engstrom 2nd the motion. Item APPROVED for \$21.47 per the guidelines outlined above.

Activity: Clearinghouse Academy

Sponsor: National Student Clearinghouse

Location: Ontario, CA

Dates: Dec. 11, 2014

Purpose: NSC is the data resource we use for tracking student transfers to and graduates of 4-yr universities. This source has been imperfect in the past, so this workshop will allow an opportunity to fine tune the transfer reporting process.

Costs: Reg: -0- Trans: \$21.47 Hotel: -0- Meals: -0- Total: \$21.47

Additional Information

Review and Approve Minutes:

- November 3, 2014: Ana Bojorquez motioned to approve the minutes; Susan Mattson 2nd the motion. Minutes approved by general consensus.

Professional & Organizational Development:

- Budget Update – Balance as of 11/14/14: Dena provided an update on the current balance which is \$10,000+.
- Professional Development Plan update 2014-2015
- Update on attendance to CCC Professional Development Clearinghouse Summit, ref. email from Dena sent to the committee members on 10/14/14: Ana Bojorquez attended this event and shared what she gained from attending this event. There two concerns discussed: creating a new system and wanted feedback from attendees on their website and making is user-friendly, i.e., resources and networking. Ana's input was ensuring the site is ADA web accessibility. The second part consisted of a brainstorming session. A follow-up session was recommended. Here is one link provided on the image created from the Pasadena session, <http://tinyurl.com/pgw96x2>
- Upcoming Events:
 - Great Teachers' Retreat – Jan/Feb 2014
 - Classified Staff Appreciation Week – Spring Break
 - Soft skills training for Financial Aid Dept. – developmental process
 - Adjunct Orientation (added to the list)

Sabbatical Leaves 2015-2016: There was a review of the particulars below and a note that the deadline to submit the recommendation(s) is by 11:00 a.m. on 11/18/14.

- Six (6) applications submitted to President's Office as of 11/3/14.
- Subcommittee to meeting following today's committee meeting @ 3:00 p.m.
- Committee members to review applicant(s) available in Office of Research, Planning & Institutional Effectiveness.
- Deadline Dates for Subcommittee*
 - Applications submitted to President: Nov. 1, 2014
 - Application review process by *campus committee
 - Recommendations to the District: Nov. 15, 2014*
 - *Date to submit recommendations to the District has been EXTENDED to Nov. 18, 2014.

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:

A welcome back to Rania upon her return from her leave of absence.

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