

# Professional Development Committee

## MINUTES MAY 7, 2018 (PLANNING MEETING) LA-202

Committee Members Attended: Elaine Akers; Ana Bojorquez; Jay Danley; Laura Gomez; Rania Hamdy; Dolores Moreno; Matthew Robles; James Smith; Christina Torres; Dena Peters

Guests:

### Agenda

Consent Agenda 1

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 2017-2018 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.

**Christine Torres motioned to approve the consent agenda; Matthew Robles 2<sup>nd</sup> the motion.  
APPROVED for \$145.17 funding as per the guidelines outlined above.**

Name: Melita Caldwell, Betties, FT Faculty

Activity: 12<sup>th</sup> Annual San Bernardino County Water Conference

Sponsor: Desmond & Louis, Inc.

Location: Ontario, CA

Date: August 10, 2018

Purpose: The conference will bring together business and industry professionals focused on addressing the water resources and employee recruitment challenges facing the Santa Ana Watershed. SBVC's Water Supply Technology Program participation in the conference is an opportunity to publicize program goals as well as develop stronger industry partnerships.

Cost: Reg. \$125.00 Trans: \$20.17 Hotel: -0- Meals: -0- TOTAL; \$145.17

**Review and Approve Minutes:** Minutes from March 19 and April 16, 2018 were reviewed by the committee. Matthew Robles motioned to approve the minutes as written; Laura Gomez 2<sup>nd</sup> the motion. Minutes approved by general consensus.

**Professional Development Funds/Presenter Fee:** Discussion ensued on best practices for presenter fee for part-time faculty and past precedence; funds allocated for faculty and staff; increasing funds; SSSP/Student Services; self funding for professional development (program review/proposal/SSVP-funding/percentage on developmental budget, e.g., Great Teachers' Seminar/ZTC grant; HR funding; funding limits to stay the same. Elaine Akers offered to help put a proposal together.

**Professional Development Plan:** Items discussed:

- Review of 2013-14 plan. Most plans are three years; accreditation prep for 2018-19 and 2020-21.
- Mission and vision in line with current campus;
- Purpose, people/activity highlight (difficult/restart);
- Review goals;
- Solidarity;
- Professional development activities—help facilitate create opportunities;
- Surveys

**Classified Connection Week:** Rania worked with sub-committee on created more workshops than previous years. There are 22 workshops scheduled for Classified Connection Week. The president has recommended employees to attend up to three workshops a day.

**Current SAOs:** There was a handout for this agenda item. Discussion on professional development, facilitation of employee training on various topics, fostering leadership skills, tracking faculty flex hours, use of funds to promote conference attendance.

**Other:**

- Survey count of past conference requests
- Soft skills training available on Lynda.com via CCCCCO
- OEI Exchange/SBVC accepted, lots of training on @One.

**Next Meeting: AUGUST 20, 2018, have a nice summer!**

Flex & Flex Reports

- A-C Suzi Mattson
- D-G Romana Pires
- H-K Matthew Robles
- L-N Elaine Akers/Christina Torres
- O-S Dolores Moreno
- T-V Jay Danley
- W-Z Laura Gomez

\*Committee updated Fall 2017

*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 is responsible for planning, programming, and the 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 on the committee also serve as advisory to the sabbatical leave committee and the campus flex committee. (1st and 3<sup>rd</sup> Mondays, 2:00–3:00)*