

# Professional Development Committee

**MINUTES**  
**MARCH 18, 2019**  
**LA-202**

Committee Members Attended: Danny Babin; Jennifer Bjerke; Jay Danley; Ernest Guillen; Rania Hamdy; Dolores Moreno; Dena Peters; Matthew Robles.  
Guests:

## 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 2018-2019 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.

The committee reviewed the consent agenda. Jay Danley motioned to approved the consent agenda; Ernest Guillen 2<sup>nd</sup> the motion. The agenda items were approved by general consensus.

### **APPROVED for \$750 per the guidelines outlined to approve funding for conferences and seminars up to \$750 per year per full-time employee for professional development for the 2018-2019 academic year.**

Name: Mark Williams, FT Faculty, Auto Tech

Activity: California Automotive Teachers (CAT) Conference

Sponsor: CAT

Location: Vallejo, CA

Dates: 4/26-28/2019

Purpose: To gain the latest and greatest information and new equipment for the automotive and collision department; I will bring this information back to our department and disseminate to our full-time and adjunct faculty.

Costs: Reg: \$85 Trans: \$750 Hotel: \$450 Meals: \$165 TOTAL: \$1,450

There are other sources of funding outside of professional development funds requested.

### **APPROVED FOR \$248.37 funding for adjunct employees to be funded up to \$350 per year for professional development.**

Name: Elena Kellogg, PT Faculty, English

Activity: AB705 Implementation Workshop

Sponsor: California Acceleration Project

Location: Los Angeles, CA

Date: April 12, 2019

Purpose: Creating engaging experience for students in English 086 and English 087. Supporting implementation of AB705 in English.

Costs: Reg: \$100.00 Trans: \$98.87 Hotel: -0- Meals: \$49.50 TOTAL: \$248.37

**Review and Approve Minutes:** Minutes of March 4, 2019, were accepted as written by general consensus.

**Budget Review:** Dena Peters reviewed the budget with the committee. The total budget to date for travel and conferences is \$4,670.12 as of 3/18/19. Discussion on the cutoff date for conference requests submitted to the committee is April 15, 2019, in order to meet the deadline date established by the district.

**Professional Development:**

- **Flex Day**—Rania wrapping up for flex day. She wanted to coordinate a STRS workshop, but was unable to do this, but this will leave more time for Safe Spaces workshop.
- **OER Summit**—3/29/19; to continue promoting this event. So far there are 57 registrations—target is 100 participants
- **Spotlight Dinner**—Rania encouraged committee members to nominate classified and faculty for employee recognition awards taking place at this event.
- **Oracle Training**—Rania was able to work with CTA to draft an MOU for the district to provide training on Oracle for the faculty.

**Classified Connection:** (Planning Committee: Rania Hamdy; Dena Peters; Ernest Guillen; Phylicia Sanchez)

- Rania and Judy to meet with the president next week to discuss funding sources.
- Focus of Classified Connection on having good activities. The Senate will take the lead on the social activities, and professional development will take the lead on the activities.
- Phylicia Sanchez introduced the new interim Director of Resource Development, Nick Nazarian, replacing Karen Childers.
- Rania and Judy to look at survey data.
- Rania to work on the schedule, delegate social events to the Classified Senate; professional development will work on speakers and workshops.
- Discussion on ideas for speakers, e.g., look at the data, caring campus, classified senate reps from other campuses (attended 1/31/19 meeting); looking at quality not funding.
- Breakfast speaker
- Arts & Lectures has funding sources (Paint & Sip); honorarium for art teacher; Ernie to draft a contract and ready for May board.

**Other:**

- **Committee Member Reports**—Jennifer Bjerke—OER Summit, better marketing, committee charge for OER and Guided Pathways; Matt Robles—Standing committee charges, need more participation for Guided Pathways, conferences will be coming to the campus; Dolores Moreno—working on AB75 department training, student/faculty poetry reading this week (Thursday); Ernest Guillen—Cinco de Mayo fundraiser, LFSAA graduation, arts & lecture events, flex day/safe spaces, planning for Classified Connection Week; Rania noted the district has a new logo, IEPI grant and focus on technology services, more functional services for the district and the colleges.

Next Meeting: April 1, 2019

**Flex & Flex Reports**

- A-C Jay Danley
- D-G Elizabeth Banuelos/Suzi Mattson
- H-K Matthew Robles
- L-N Jennifer Bjerke
- O-S Dolores Moreno
- T-V Melinda Money maker
- W-Z Christina Torres

\*Committee updated Fall 2018, 9/13/18

*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)*

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