

Professional Development Committee

MINUTES

APRIL 5, 2021

Via Zoom Link,

<https://cccconfer.zoom.us/j/993146885>

Committee Members Attended Ernest Guillen; Rania Hamdy; Suzi Mattson; Dolores Moreno; Dena Peters; Matthew Robles; James Smith; Elizabeth Larivee; Carmen Rodriguez.
Guests:

Agenda

Consent Agenda 3

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 2020-2021 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. Item #1 was pulled for discussion. **Beth Larivee motioned to approve the remaining items on the agenda; Susan Mattson 2nd the motion. Approved by general consensus.**

TENTATIVE APPROVAL of \$750 funding per the guidelines outlined by the committee to approve up to a maximum of \$750 per full-time employee for the 2020-2021 academic year, pending final outcome and decision of the SBVC president and district.

This is a request to attend a conference event in Las Vegas. The issue is whether the district will allow employees to attend physical conferences during this COVID shutdown and employees are working remotely. Dena Peters has a request to district on how this is being handled since the AP/BP doesn't say anything about attending conference virtual only at this time. Discussion was brought up that the SBVC president also needs to approve. There was further discussion on whether to agree to tentatively approve this request pending final outcomes and decisions by the president and the district or to table this item to the next meeting. **Matt Robles motioned to the tentative approval of this item; Beth Larivee 2nd the motion. Item tentatively approved by general consensus.**

1. Name: David Rubio, Athletics

Activity: Annual Calif. Community College Athletic Director Association (CCCADA) Convention

Sponsor: CCCADA

Dates: June 28-July 1, 2021

Location: Las Vegas, NV

Purpose: Attend annual CCCADA Convention, discussions on new and future state legislation, participate in roundtable topics with state CCCAA members. Discuss future trends for athletics in California.

Costs: Reg. -0- Trans: \$257.96 Hotel: \$521.83 Meals: -0- TOTAL: \$779.79

APPROVED for \$85 professional development funding per the guidelines outline by the committee to approve up to a maximum of \$750 per full-time employee for the 2020-2021 academic year.

2. Name: Davena Burns-Peters, Humanities

Activity: Humanizing Online Teaching & Learning

Sponsor: @ONE

Dates: March 29-April 25, 2021

Location: Online

Purpose: Participate in online course focused on the methods for humanizing the online environment which allows teachers to create a more equitable, welcoming and engaging online classroom. Additionally, will be able to share knowledge gained from this event with the DE team and committee to incorporate into future trainings.

Costs: Reg: \$85.00 Trans: -0- Hotel: -0- Meals: -0- TOTAL: \$85.00

APPROVED for \$200 professional development funding as outlined by the committee to approve up to a maximum of \$750 per full-time employee for the 2020-2021 academic year.

3. Name: Celia Huston, Faculty/Library

Activity: Association of California Community College Administrator (ACCCA) Admin 101

Sponsor: ACCCA

Dates: June 22-23, 2021

Location: Online Virtual

Purpose: To explore the various duties and responsibilities of an administrator. Learn about supervisory, leadership, and management styles.

Costs: Reg: \$200 Trans: -0- Meals: -0- Hotel: -0- TOTAL: \$200.00

Review and Approve Minutes -March 15, 2021: The minutes were reviewed by the committee and accepted as written by general consensus.

Budget Review Update: Dena Peters reviewed the deadline date for PRs as April 30, 2021 for FY 2020-21. The Professional Development cutoff date is April 19, 2021 and will consider any others that may come in between April 19 and April 30, given the deadline cutoff date.

Professional Development Activities:

- Stress-SOUL-UTIONS, April 9, 2021: Ernie Guillen said this next event will focus on being shut in the home. There planning to hold one especially for male students. These events have had good reception.
- In-Service Day, April 13, 2021: Rania said the president sent out an email to faculty on upcoming In-Service Day for faculty. There is a variety of open labs taking place, an all-campus session with guest speaker.
- Spotlighting Our Success Event, May 14, 2021: Rania said since we didn't have this event last year, there will be a virtual event this year.

Professional Development Survey: James Smith reviewed from last meeting, he is looking at particular, more specific questions on professional development and revised the last survey, which is ready for review by the committee and asked that they send their feedback to Dena Peters.

Campus Climate Survey also covers professional development and will move to cover prof dev basics and include question for managers if they allow staff to attend prof dev events.

Will also include questions ref. demographics on every survey, to address COVID-19, inclusiveness, anti-racism, and look for any redundancy of questions.

Committee Reports: Each committee member shared current events and activities taking place on the campus.

Other

Next Meeting: APRIL 19, 2021

Flex & Flex Reports

- A-C Jay Danley
- D-G Vacant/Suzi Mattson
- H-K Matthew Robles
- L-N Vacant
- O-S Dolores Moreno
- T-V Melinda Moneymaker
- W-Z Christina Torres

*Committee updated Fall 2019, 10/5/2020

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 3rd Mondays, 2:00–3:00)