

Professional Development Committee

MINUTES

AUGUST 16, 2021

Via Zoom Link,

<https://cccconfer.zoom.us/j/906444219>

Committee Members in Attendance

Ana Bojorquez; Ernest Guillen; Rania Hamdy; Suzi Mattson; Dena Peters; Matthew Robles; Christina Torres; Johnny Roberts; Carmen Rodriguez; Jeremiah Gilbert.

Guests:

Agenda

Consent Agenda 0

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 a maximum of \$500 per year for professional development during COVID-19 remote working from home.**

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.

**Updated 3/1/2021

Additional Information

Review and Approve Minutes—April 19, 2021, and May 3, 2021: Minutes were previously sent to the committee members for review and comment. This item was tabled to the next meeting to expedite the meeting.

Budget Review—Dave Rubio Request from Spring 2021 Using FY 2021-22 Funds: Dena Peters provided an update on this conference request for funding approved for 2020-2021 FY. This was a request to attend an actual conference, which needed president signature approval. The president signed off on this item in July 2021, so this item was approved in FY 2021-2022. Reimbursement will be covered using FY 2021-2022 at no fault to the employee.

Policy/Deadline Dates/Processes Review:

- Rania Hamdy reviewed the issue of in-person travel attendance requests and getting clarification from the district, so all understand the same policy guidelines. Current process requires the president signature. Discussion ensued on if the president needs to sign conference requests. Will look for more guidance on this process.
- Dena Peters referenced the adjunct faculty fund allotment which was increased to \$500 last semester; suggest we keep this amount for the current 2021-2022 FY.
- Email sent to the campus with the 4 Simple Steps to submit request for funding and updated calendar list of deadline dates to submit conference requests for funding to the committee.

Convocation Week:

- Rania Hamdy provided an update on Convocation Week. She received good feedback; the new interim

president was well received.

- Professional Development Survey: Past practice this survey was distributed to the campus at the end of the spring semester. Will be sending out at the beginning of the fall semester to spread the surveys out throughout the year instead of at the end of the semester when lots of other surveys are circulated.

Other:

- Rania Hamby asked for introductions from the committee members with a brief update since we were shut down. We have a new member, Jeremiah Gilbert, who sat on the committee in the past. Welcome back, Jeremiah!
- Rania shared in meeting with the various committees, she would like to propose to have members of the Professional Development to begin planning workshops during committee meetings. Discussion ensued resources on communication relations with students, what kind of resources, communication model, humanizing, build relationships, what are students missing in the class? A first workshop to begin working on with the committee. All on board, a great idea and many want to co-present at these upcoming workshops.
- Rania is also partnering with Classified Senate and CSEA to develop workshops for classified staff.
- Discussion ensued on how to get people to wear masks. Maintenance has provided masks to all divisions in case employees are not aware of this provision. See your respective VP or dean for these items.

Next Meeting: September 20, 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)