

# **LAS POSITAS COLLEGE**

## **Staff Development Committee Minutes**

**December 8, 2003**

**PRESENT:** Lettie Camp, Barbara Morrissey, Mark Tarte, LaVaughn Hart,  
Ann Jones, Steve Gunderson, Scott Vigallon

**ABSENT:** Philip Manwell, Giovanni Ortiz

**EXCUSED:** Frances Hui, Toby Bielawski, Lucy Sponsler

Lettie Camp called the meeting to order at 2:35 p.m.

### **1. APPROVAL OF MINUTES**

The minutes of November 17, 2003 were approved as presented.

**MSC:** Mark Tarte/LaVaughn Hart

### **2. AGENDA**

There were additional items added to the agenda. Item B to Section 5, Item D to Section 6, Item D to Section 8 and Item A to Section 9.

### **3. SELECTION OF CHAIRS**

The chair for February will be Giovanni Ortiz and the chair for March will be Scott Vigallon. Although there is not an official call for a chair in January, Lettie Camp will continue on for that month.

### **4. BUDGET**

There was approval for \$30.00 to be used for Staff Development office supplies.

Ms. Hart reported that the actual budget for TTIP is \$38,500, due to a previously unencumbered expense.

### **5. REPORTS**

PDC – Mr. Vigallon updated the members on PC workshops, the instructional technology needs assessment tool and the deadline of December 10, 2003 for Spring Online Courses. The last workshop was Thursday, December 11, 2003 on the Inspirational Visual Learning Program. Mr. Vigallon also informed the members that Karen Ziegler will now be in the DSP office from 8:00 a.m. to 11:30 a.m. and he will be volunteering his mornings to the PDC. Also the one (1) year license on plagiarism software has been renewed.

There was no report on Title III or from any Constituencies.

TTIP- Ms. Hart informed the members on upcoming Microsoft Project Training. This is a program which helps manage tasks and keeps track of where everyone is on a specific project. There will be both basic and advance workshops taking place at the end of January.

## **6. PROPOSALS**

All submitted proposals were approved for reimbursement. There were a total of six (6) retroactive proposals and one (1) current proposal.

## **7. OLD BUSINESS**

There was discussion on whether mini-grants were approved for this year or not, the members agreed that the \$7,100 set aside was for conferences only. There was also \$900 set aside for group feedback. Ms. Hart reminded everyone that it is time to advertise the tuition reimbursement program to LPC, she will be forwarding a previous flyer to Ms. Romero.

There was clarification on reimbursement for part-time faculty/staff. The motion previously carried for retroactive did not include reimbursement for part-time faculty/staff. The members then agreed that part-time faculty/staff could submit proposals and receive partial reimbursement, up to \$100 for the year.

Mr. Tarte informed the committee that he met with President Halliday and she is receptive to the idea of new ways of raising Staff Development funds. She recommended the deduction that is in place for the foundation, that way the donations could be tax deductible. Mr. Tarte also spoke with Pam Luster in regard to Community Ed funds and she will be looking into that and getting back to him. After some discussion it was agreed that Mr. Tarte will do some further research on the subject.

## **8. NEW BUSINESS**

Ms. Romero presented a new proposal form to the members for review. There was some discussion on removing the emeritus question. It was agreed by consensus that emeritus status would not be approved for reimbursement. In order to expedite the proposal procedure, any person who submits an incomplete proposal will get one reminder e-mail, one half-sheet reminder in their mailbox and that will be it. It was agreed by the members that there will not be extensive follow up for incomplete proposals.

## **9. NEXT MEETING**

Out next meeting will be February 9, 2004 at 2:30 p.m in room 1602.

## **10. ADJOURNMENT**

Chairperson Lettie Camp adjourned the meeting at 3:50 p.m.