

Las Positas College
Staff Development

Minutes
October 13, 2003

Present: Lettie Camp, Scott Vigallon, Toby Bielawski, Giovanni Ortiz, Philip Manwell, Lucy Sponsler, Barbara Morrissey, Mark Tarte, Francis Hui, LaVaughn Hart

- I. Meeting was called to order at 3:05 p.m.
- II. Approval of Minutes
Motion by Lucy Sponsler, seconded by Toby Bielawski to approve the minutes for September 8, 2003. Passed unanimously.
- III. Agenda
Add TTIP report (LaVaughn Hart) and administrative support hiring report (Philip Manwell)
- IV. Selection of Chair
Motion by Toby Bielawski, seconded by Lettie Camp that Philip Manwell will be the signer for the committee for approved expenses. Passed: 8 in favor; 1 abstention

Rotating chairs will be named each month. Mark Tarte will be the Chair for November and Lettie Camp will be the Chair for December. There was length discussion on ways to distribute the work of the Chair among committee members.

- V. Budget
The committee set aside \$750 for classified flex, \$750 of faculty flex, \$500 for LPC tuition reimbursements and \$900 for Student Group Feedback. Teachers teaching Teachers is supported in concept and Philip and Scott are looking at ways to do it for no money. That leaves \$7,100 in the Staff Development budget. Because conferences are a popular item, the committee allocated the rest of conferences with a \$200 maximum eligibility for full time faculty/staff. The committee discussed limiting the funds for conference/workshop/class registration only--no food, travel, hotels, etc. Funding for part-time faculty/staff remains to be decided.

The proposal form needs to be revised and made available so that faculty and staff can apply for these funds.

- VI. LaVaughn distributed a final report on TTIP expenditures for 02-03 for the committee's review. She requested input from the committee on the 03-04 budget.
- VII. Next Meeting
The November meeting to be held on Nov 17 because of Veterans' Day holiday on the 10th. A room needs to be reserved.

Meeting adjourned at 4:50 p.m.