

Las Positas College  
Staff Development

Minutes  
September 8, 2003

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

I. Approval of Minutes

The minutes for May 12, 2003 were approved by consensus.

II. Agenda

As presented

III. Introduction of Members

Each member of the committee introduced themselves and indicated which division/group they represented.

IV. Selection of Chair

LaVaughn and Barbara discussed the duties and responsibilities of the chair. The duties include:

- Writing reports to the State
- Prepared Agendas and minutes
- Plan and implement staff development activities
- Oversee budget and follow-up: monitor expenditures; track all budget items; and closely work with the Business Office to assure accurate funds and expenditures
- Attend regional and State 4CSD meetings
- Initiate program development and follow-up

President Halliday has stated that there will be no release time for the chair of the Staff Development committee.

There was discussion of the possibility of co-chairs or other ways to distribute the duties of the chair. The committee did not have any nominations at this time. Each member of the Committee will take on the responsibility for “recruiting” or “volunteering” for the position by Sept. 30<sup>th</sup>. Barbara and LaVaughn will temporarily continue the duties.

There was also discussion about administrative support for the committee. Apparently over the summer our administrative support left the employ of the college. A new administrative support position is being created that will support several areas but no one on Staff Development was consulted about the type or amount of support the committee needs.

V. Staff Development spending priorities must be established for the 2003-04 year, taking into account a reduction in campus funding, the State Budget crises, and no

release time for the position of chair for the Staff Development Committee. The Committee reviewed and revised current priorities and will get feedback in their constituent groups.

Connie Reding reported that the first Classified Flex day is scheduled for October 24. The Classified Senate needs to know if there they can count on funding from Staff Development, as they have in the past, and if so, how much, so that they can plan the flex activities.

Motion by Lettie Camp, seconded by Mark Tarte, that Staff Development allocate \$750 for Classified Flex activities for the year (2 days), with further review of the allocation when budgets are developed. Passed unanimously.

## VI. Reports

TTIP—LaVaughn Hart reported that she has been unable to obtain a budget report for the TTIP rollover funds. Several requests have been made to the Business Office but at the time of the meeting no budget reports were available. Planning for TTIP is on hold until there is clarification on the budgets.

PDC—Scott Vigallon reported that the PDC has scheduled 32 workshops for this fall primarily on web pages and multiple media. There will also be workshops on Turnitin.com and Inspiration (software to assist visual learners).

Title III—Lucy Sponsler reported that the pilot Plato program has been launched with approximately 70 students participating. The Strategies for Success modules have been scheduled for both day and evening. The open labs for Math and English are doing well. Elena Cole will be coordinating the Honors program this year. The Internship program placed 40 people last semester. They are in the process of evaluating the effectiveness of the program.

Other—Barbara Morrissey announced that the regional 4C/SD meeting will be held at Chabot College on Friday, October 3. She will plan to attend and invited other members of the committee to attend as well.

## VII. Updated Forms—carried forward to the next meeting

Adjourned at 3:45 p.m.

Respectfully submitted by LaVaughn Hart

Cc: S. Cota                      K. Halliday  
D. Milanese                  P. Luster  
B. Ryslingle                Neal Ely  
Ralph Kindred              A. VenJohn/J. Gioia  
S. Rheinheimer

