LAS POSITAS COLLEGE
STAFF DEVELOPMENT COMMITTEE
OCTOBER 12, 2009
2:30 P.M., ROOM 1603

(Approved) Minutes

Present: David Everett, Greg Johns, Ann Jones, Dyan Miller, John Ruys, Catherine Suárez, Paul Torres, Angella VenJohn, Scott Vigallon

Excused: Jeff Sperry

Guest: Rita Carson, Greg Daubenmire, Teri Henson, Laurel Jones, Vicki Shipman, Karin Spirn

1. **Call to Order** 2:36 p.m.

2. **Agenda**
The agenda was amended to change item #8 to title of the Innovation Center and Mission of the ILC.

(Johns/Everett) to approve the amended agenda. Motion carried, unanimous.

3. **Approval of Minutes**
No minutes to approve. Two sets will be approved at the November meeting.

4. **Reports**
Faculty: The Learning Communities Open House was successful. Approximately 15-16 faculty attended.
Classified: Mr. Vigallon reported on-going training is available on Blackboard 9 and clickers. Individuals can sign-up on the Staff Development website. A new electronic copy board ("big white board") is available for meetings, brainstorming, etc. It is capable of scanning documents into pdf and email. For meetings it functions as more of a capture device rather than presentation.
Administration: Dr. Jones congratulated everyone who worked on and participated in the Learning Communities Open House. She relayed congratulations for Dr. Pollard. A team is currently attending the Strategic Horizons workshop and the theory of abundance will be a part of the Visioning Day activities. Lastly, everyone was reminded to get John or Carie any Staff Development opportunities/ideas to post on the website, specifically the calendar. John noted he will add the abundance network.
Chair: John reported some of the Staff Development budget has been used for the Nisod membership. We will now start receiving newsletters and innovation abstracts that will be distributed to the campus community as well as put online. He will start posting and advertising webinars as well.

5. **Staff Development Activity Proposals**
   A. **Foundation Center Training (Vicki Shipman)** – Ms. Shipman provided a couple of handouts explaining grant seeking for faculty. A workshop will be held on November 2nd, 5:00-6:30 P.M. in room 2416. It is designed to provide a hands-on introduction to the Foundation Center's comprehensive web databases. Plans are underway to "go live in the Tri-Valley area" in an effort to bring in the public. In conclusion, a reception is being planned for December. More information to follow; (refer to attachment #1 and #2). Ms. Shipman commented the Foundation is working with Community Education and non-profits. It was suggested the workshop(s) be video-taped or CC-Confer'd. It was recommended this be approved as a faulty variable flex opportunity.

(Everett/Suárez) to approve as an authorized Staff Development faculty variable flex credit activity. Motion carried, unanimous.

Classified staff are also encouraged to attend for training purposes as they may find themselves in a position assisting faculty in the grant seeking/writing process. John reported he will add the dates to the Staff Development calendar online.

B. **Leadership Training and Dialogue** – Dr. Jones reported she along with Dr. Manwell and Dr. Noble will be presenting a two hour workshop on dialogue and the connection to campus leadership. It is open to all participants. It will be held on November 5th in the Staff Lounge, 12:30-2:30 P.M. Variable Flex credit is available to those who attend should the Staff Development Committee approve.

(Johns/Everett) to authorize the pre-approval of this event for variable flex credit. Motion carried, unanimous.

6. **Conference Proposal Policy Change**

A brief historical perspective regarding Staff Development conference funding was discussed. It was noted that in the past, conference monies have been spilt between semesters when funding was tight. Everyone was reminded that at a previous meeting this option or the option of limiting the number of faculty from the same discipline attending the same conference was brought forward. At the September meeting, it was decided the latter option would allow for greater equity and keep more funds available throughout the academic year. Ms. Henson addressed the committee and inquired why the decision was made for the cut. She went on to inquire about other budget allocations and the publication of them also noting that faculty, not administrators or staff are required by contract to complete professional development and while she recognizes this is not mandated to be paid for by the college, these conferences are valuable ways to gather information and new teaching techniques, which Math faculty do bring back and discuss among their colleagues. The two main Math conferences happen to occur in the Fall. She respectfully requested the committee re-look at this policy, its unallocated funds, and any non-funded conferences and perhaps provide some form of retroactive funding. John suggested an alternative may be to allocate specific amounts to divisions and let them choose how it is spent.

It was noted that the committee no longer receives AB1715 funding as it did in the past. All of the funding now comes directly from the college president. Last year was an anomaly regarding funding; historically, the amount allocated and used for conference is approximately $10,000.00. Ms. Sprin highlighted impacts this new policy will have on the English as well as smaller departments, and requested the committee also re-evaluate it. Mr. Everett suggested perhaps in the future a “prior notice” announcement of large conference attendance can be provided to the committee for Staff Development planning purposes. It was emphasized faculty should also be encouraged to look for local conferences in an effort to keep costs down. John reported there is the possibility of Basic Skills (BaSk) monies available and he has spoken with Lisa Everett. There are limitations and only specific types of proposals could be funded. Lisa has been invited to bring this information to the committee. Dr. Jones clarified the funding received from the president’s office is for everyone; she hopes there is not the perception it is for faculty use only.

A handout provided by Greg Daubenmire consisting of Board Policy (2015 Collegial Consulation), Las Positas College, was distributed. The Staff Development committee expressed concern regarding the “disconnect” between this document and the Las Positas Shared governance documents which consist of a different reporting structure. John reported he has met with Sarah Thompson, Academic Senate President, to voice the concerns of this committee as well as obtain further clarification regarding Senate feeling. In summary, the Senate believes any time there is a policy change by the committee, as part of the 10 + 1 responsibilities and collegial consultation; recommendations should be vetted through their body, as well as the college president.

A brief discussion regarding past practices and equitability occurred. John noted the committee will be proactive in seeking other sources of funding in the future. In conclusion, the following questions/comments by the committee arose:

1. Does the committee remain as status quo and keep the policy in force?
2. Should the committee re-visit the policy and change it?
3. Should the committee request the Board/District policy and LPC Shared governance documents be re-visited and possibly updated to reflect current language, etc.?
4. Originally $5,000.00 has been allocated for Fall conferences, should all the Math faculty conference proposal requests be approved but at a lower amount to be divided equally? It was noted this will use up all the Fall conference funds and there is still November and December. John proposed moving a portion of the $5,000.00 Spring allocation as needed.
5. How can Classified staff be encouraged to apply for more frequently?
6. Does the committee indeed have to "report" to the Academic Senate or make recommendations through them for any type of policy change? Clarity in this area is required. It was noted past practice has been that this committee did not have to report to the Senate.
7. The interpretation of AB1725 is outdated; however, it is believed it implies the Academic Senate has input/consultation on faculty flex activities; it does not "run this committee."

Additional funding policy suggestions consisted of:

1. Setting a dollar cap on conference monies but not on the number of individuals who can attend the same conference.
2. Set the same policy for classified and administrative staff.
3 A percentage of monies can be allocated to the Senate to let them determine how it is used. The committee was not inclined to go this route due to the responsibilities outlined in its charge.
4 Set more stringent timelines for unused funds. Notify individuals to submit expense reimbursement requests more timely otherwise the funding will be lost and put back "in the pot" for others to use.
5 It was strongly suggested the issue at hand be presented to College Council for feedback and possible clarification.
6 A sliding scale can be set (high to low) with each proposal reviewed accordingly.
7 Coordination through departments can occur to submit one (1) proposal for who all will be attending the same conference rather than have multiple proposals submitted.
8 Caps on conferences/workshops and events can be determined and placed in effect depending upon funding.
9 Rotation of staff to conferences, especially the same conferences to include more adjunct staff could be recommended.

In conclusion, it was felt it is within the committee purview to re-define the parameters of how it allocates its funding, since it comes directly from the college president. It is also the responsibility per the committee charge to develop budgetary policies pertaining to functions of this committee. It was decided the option the committee will go forward with at this point is to fund the current conference requests, use up the remaining Fall conference monies, and re-allocate some of Spring monies. It was emphasized this will affect other activities the committee will be able to offer the campus community this year. Dr. Jones recommended the college be notified when the funds are depleted for conferences. John requested a vote be taken to approve the Math conference proposal requests at a reduced amount of $293.18.

(Johns/Everett) to fund the Math conference proposal requests at an equally reduced amount, recognizing this will use up the Fall committee conference allocation. Motion carried, unanimous.

John reported the committee will draft a formal response pertaining to the policy change. It will be presented to the Academic Senate and College Council.

7. **Conference Proposal Voting**
John reminded everyone the proposals are on Blackboard prior to the meetings and should be voted on before the meeting. In light of the previous discussion regarding funding multiple individuals from the same discipline to attend the same conference, it was felt all of the conference proposals received this time will be funded for the math faculty, but at a reduced amount equally divided, which totaled $293.18 each. John noted he will let all the proposers know.

8. **Innovation Center Name Change and ILC Mission**
Tabled

9. **Needs Assessment**
Tabled

10. **Good of the Order**
No items to report.

11. **Adjournment**
The meeting adjourned at 4:30 P.M.

(Attachment #1)

Learning Resource Center
Foundation Cooperative Collection Center Training
Introduction to Grant Seeking for Faculty
Place: Building 2400, Room 2416
Date: November 2, 2009
Time: 5:00pm to 6:30pm

This workshop, designed specifically for Las Positas College Faculty, provides a hands-on introduction to the Foundation Center's comprehensive Web databases. Learn how to create customized searches to develop targeted lists of foundations that will match your program funding needs. This database includes over 96,000 foundations, 1.5 million grant records and the ability to do key word searches for over 1.2 billion pages of 990 forms.

The session will provide information about the free training courses available for that will be offered at Las Positas College through its Foundation Center Cooperative Collection. The database research will also enable faculty to search the 990's and topical biographies (eg white papers) that provide knowledge to faculty about fundraising and grant seeking/development.

Workshop Agenda:

1. Introduction to The Foundation Directory Online
2. Searching 990PF's
3. The Public Hub
4. The Philanthropy News Digest
5. Available Topical Bibliographies for Fundraising & Grant Seeking

RSVP: Vicki Shipman, vshipman@laspositascollege.edu by 10/30/09

(Attachment #2)

FOR IMMEDIATE RELEASE

Contact: Vicki Shipman
925-424-1355

Las Positas College Joins Foundation Center's National Network

Cooperating Collection Provides Resources for Local Grantseekers

Livermore, California. October 19, 2009 – Nonprofit organizations and other grantseekers in the Tri-Valley area looking for funding sources now have access to a valuable new collection of resources at Las Positas College, which has recently been designated to become a Cooperating Collection of the Foundation Center of New York.

Cooperating Collections provide under-resourced and underserved populations in need of vital information and training with tools they can use to become successful grantseekers. At locations throughout the country, Cooperating Collections offer access free of charge to the Center's detailed information on grantmakers and how to apply for grants. The Foundation Center's core collection includes *The Foundation Directory Online,* profiling more than 91,000 U.S. grantmakers, *Foundation Grants to Individuals Online,* print directories, and proposal writing guides. Cooperating Collections also hold training sessions on how to effectively use these resources and identify potential funders.

Established in 1956, the Foundation Center is the nation's leading authority on organized philanthropy, serving grantseekers, grantmakers, researchers, policymakers, the media, and the general public. Thousands of people visit the Center's web site each day and are served in its five regional learning centers and its national network of Cooperating Collections.

For over 30 years, Las Positas College has provided an exceptional two-year curriculum for students seeking career preparation, transfer to a four-year college or university, or personal enrichment. The mission of Las Positas College is to foster growth and success – both in its students and in the communities it serves. The College strives to fulfill this mission by offering comprehensive educational programs and services and through community partnerships that enhance the vitality of the region. Through the Foundation Center of New York's Cooperating Collection designation, Las Positas College will further expand its services to the community it serves. Located in the Learning Resource Center on the Livermore campus, the opening date for the Cooperating Collection Center will be November 2nd.