LAS POSITAS COLLEGE
STAFF DEVELOPMENT COMMITTEE
NOVEMBER 9, 2009
2:30 P.M., ROOM 1603

(Approved) Minutes

Present: Rita Carson, Greg Johns, Dyan Miller, John Ruys, Jeff Sperry, Catherine Suárez, Paul Torres

Excused: David Everett, Angella VenJohn

Guest: Frances DeNisco, Laurel Jones

1. **Call to Order** 2:35 p.m.

2. **Agenda**
(Johns/Suárez) to approve the agenda as presented. Motion carried, unanimous.

3. **Approval of Minutes**
John reported one correction to the September minutes. The NISOD membership should be $950.00. ***(Johns/Suárez) to approve the September 14, 2009 amended minutes. Motion carried, with one abstention.***

(Johns/Miller) to approve the October 12, 2009 minutes as written. Motion carried, unanimous.

4. **Reports**
Faculty: It was reported there is a question as to why the topic of Staff Development is currently still on the Academic Senate agenda. John noted later on the agenda this committee will formulate a response to the Academic Senate regarding Staff Development process and budget allocations.

John met with Lisa Everett, BaSk Chair, regarding possible additional funding for conferences that meet the BaSk criteria. He has also met with Dale Boercker regarding Foundation semester training; additional information to come.

Dr. Jones commented briefly on the Staff Development budget and processes. She recommended Staff Development honor the request by the Academic Senate, however, go one step further and present the response to College Council in an effort to give all constituents involved a better understanding. It was also suggested a presentation be provided to the Academic Senate and College Council regarding where and how funding for conferences, etc. comes from.

Classified: Jeff reported the Classified Senate has moved its November meeting to this Thursday the 12th due the holidays and College Council meeting on the originally proposed date of the 19th. It is anticipated Flex day activities will begin to be discussed. John noted he has been in contact with Cindy Balero, Sharon Gach, and Natasha Lang regarding this.

There will be a meet and greet on Friday hosted by Jeff. In conclusion, it was reported Groupwise training will more than likely be included in hiring training in the future.

Administration: Dr. Jones reported she is looking forward to having shared governance dialogue opportunities. A recent dialogue workshop was well attended therefore an additional one is being planned for December 3rd, 12:30-2:30 P.M., room to be determined.

The sabbatical committee will have its own district website soon. Laurel would like it to be cross-listed with the LPC Staff Development website. She will look into whether it can include a "searchable" database.

Chair: John reported he has met with Sarah Thompson, Academic Senate President, Natasha Lang, Classified Senate President, and Dr. Pollard regarding the shared governance process and a presentation. It will be expanded to all groups (students, classified, etc.) at the March 2010 Town Meeting.

Regarding needs assessments, John indicated he would like to have a pre-test in December and a post test possibly in March/April. He would like to include topics regarding the roles each group plays on campus and the needs/wants of each group. He would like to gather several themes and present them at Convocation.

5. **Staff Development Activity Proposals**

A. **Community Education Online Courses (Frances DeNisco)** – Ms. DeNisco spoke about Community Education Online courses offered through a company titled Education 2 Go (www. Ed2go.com). The courses are on average 6 weeks long with a certificate provided at the end of the course. The courses cannot be taken for college units/credit. In an effort to become more visible to the campus community, Ms. DeNisco proposed working with Staff Development to offer many of the courses to faculty and staff at a wholesale cost of $59. Many of the courses already "tie in" to Staff Development themes and potentially could be a flex activity or assist in an individual's professional development. The topics/courses tend to change frequently (approx. 8-10 are offered in a year). It was suggested the Staff Development Committee work with Ms. DeNisco to determine which courses are related to Staff Development goals and define the parameters. Ms. DeNisco indicated there is no rush in making a decision as to whether or not the committee would like to pursue this collaboration. John noted the committee will discuss it and vote at the next regular meeting in February.

6. **Innovation Center Name Change and Mission Statement**

John reported an email has been distributed to the committee with the possible names for the Innovation Center. It was determined that Scott Vigallon and Jeff Sperry should make the final determination since they "are" the Innovation Center. The Mission Statement was distributed previously and must be accepted via vote.

(Sperry/Johns) To approve the Mission Statement as written. Motion carried, unanimous.

7. **Shared Governance Document**

The current Staff Development Charge document was briefly discussed. It was suggested the document, specifically the language (e.g. "Appoint By") be brought forward to College Council for feedback. Other suggestions consisted of:

- Change the language to state a form of collaboration with the Academic Senate.
- Leave as is.
- Include the "Institutional Effectiveness piece," more specifically, design and assess feedback from professional development activities which provide data through Instructional Effectiveness Committee.
- Create a more effective and consistent professional development assessment of activities loop and solicit feedback as to the professional and organizational needs on campus.

8. **Conference Funding Policy and Response to the Academic Senate**

A brief discussion occurred regarding the response to the Academic Senate regarding the purview of the Staff Development Committee to change the Conference Funding Policy as necessary due to budget restraints. It was suggested the Staff Development Committee can report policy changes and additional information through College Council. Academic Senate involvement can potentially occur at this time. Several committee members raised concerns regarding the "overstepping" of bounds by the Academic Senate in determining how Staff Development operates, allocates funding, and determines its policies. The topic of AB1725 arose, specifically in the context of participatory governance versus shared governance. It was suggested "collegial consultation" among these committees may be the route to pursue. This could be accomplished by creating a Flex Subcommittee which could work in conjunction with the Academic Senate on professional development activities throughout the year. It is clear there is confusion by both committees regarding the Board policy, approved in 1996, and the Educational Master Plan (Big Red Book) shared governance documents.

John reported he will draft a response to the Academic Senate on behalf of the committee and present it to College Council too. It is very clear the Academic Senate wants some type of engagement but it is vague and unclear. It was suggested someone from the Academic Senate be invited to an upcoming meeting to discuss their concerns. John noted it is important to seek out the perception College Council has regarding Staff Development; specifically the reporting structure, since it is a campus body comprised of constituent groups.

9. **Needs Assessment and Focus Groups**

John reported he attended the recent Visioning Day and noticed there was a need for focus groups experience rather than just a survey. He would like Staff Development to begin thinking about facilitating focus groups and a needs assessment in the Spring.

On another note, John reported Basic Skills funding is available to assist to those individuals desiring to attend/travel to conferences dealing with this topic. A total of $3,200.00 (8 $400 conferences) is available. Complete Staff Development paperwork as normal.

10. **Conference Proposal Voting (Blackboard)**

It was determined that since not all committee members had had a chance to vote online, an additional day will be provided. John noted he will email all members and request they vote by 5:00 P.M. on Tuesday, November 10th. One proposal submitted by Christina Lee was not approved due to being retroactive. Past practice has been not to fund/approve these types of requests.

John commented that we have gone over the previously proposed and approved budget allocation of $5,000.00 for conferences this Fall. He explained that monies can be moved into the conference account from the Spring allocation ($5,000.00) should the committee decide to do so.

(Torres/Johns) to move $2,000.00 from the Spring conference proposal allocations to cover potential December/January conferences if needed. Motion carried, approved with one abstention.

11. **Good of the Order**

John reported Dr. Pollard would like the committee to consider having one (1) mandatory Flex Day each semester, as it is within the purview of the committee. It is hoped Dr. Pollard can attend the December 9 meeting to provide additional information. Mr. Torres commented that he is not in favor of using a day for this as it tends to be confusing to students.

12. **Adjournment**

The meeting adjourned at 4:35 P.M.