LAS POSITAS COLLEGE
STAFF DEVELOPMENT COMMITTEE
MAY 10, 2010
2:30 P.M., ROOM 1603

MINUTES

Present: John Ruys (Chair), David Everett, Greg Johns, Dyan Miller, Jeff Sperry, Catherine Suarez, Angella VenJohn

Excused/Absent: Rita Carson, Ann Jones, Paul Torres

Guests: Laurel Jones

1. **Call to Order**
   Meeting called to order at 2:39 p.m., Quorum met.

2. **Approval of Agenda**
   John: Motion to move agenda item 9 before item 7
   Johns/VenJohn motioned;
   Agenda approved unanimously with change.

3. **Approval of Minutes – April 12, 2010**
   Motion to approve Everett/Johns
   April 12, 2010 minutes approved unanimously.

4. **Reports:**

   Faculty: Response to report from David Everett to his Division: calendar, specifically flex day questions, other Divisions had the same questions.

   Classified: Good yard sale, $248 collected, is used for Sunshine fund and discretionary funds for which there is no budget.
   Senate elections, new slate, only 1 vacant senator in Group 2. May be a future redistribution of senators so that all contingencies are represented. Sharon Gach is new President, Natasha is a Senator, all results will be broadcast to LPC.

   Administration: no report

   Chair: Submitted grant to Foundation for campus Wellness program, did not get funded. Discussion: partnering with other organizations that could bring programs to the campus and offset the cost. TriValley, Lifestyle RX, Kaiser and Anthem Blue Cross were suggested. Dr. Jones has a connection with Tri Valley. Suggestion: write a White paper to Chancellor and Mary Anne Gularte to help us with funding, invite the District staff to the program. Kaiser may have a grant, they need to see a proposal and it must fit within their focus for our area. Could partner with some of the outside sources used by BCATTS or PEHWA Health and Wellness facilities. Projects would be more likely to be funded if they are directly relevant to students. The TLC book request was not funded either. John: At the 4D conference learned that other colleges' wellness programs are small. Paul Butler with New Leaf can focus on generational differences in workplace, would fit in with needs assessment, can get a 60-70% discount.

John: Presented Flex Day ideas to College Council and the Professional Excellence committee. KPI's identified, will bring to the committee at the first meeting in the Fall.

5. **Convocation Planning – Participatory Governance** : John: Met with DeRionne, have been planning the program on a participatory governance model with Classified Senate, Academic Senate, Faculty, District, and the Student Senate. State representatives to come in for Convocation on College Day (used to be called Division Day) in the Fall.

6. **Flex Day Draft Agenda:** Suggestions from people on campus, one is to focus on Accreditation recommendations Three and Four.
One variable flex day next year; finishing off this year's variable flex requirement.
Mandatory flex day next year will be the last Thursday in September, the 30th.
Topics to include Assessment, SLO, Info Comp Rec 4, library databases.
Division meetings in the morning, one and half hours.
Academic Senate, VP's in a group presentation.
Committee assignments are already done.
John: Laurel to ask Deans for time needed that morning.
Discussion: Participatory Governance handbook might be agenda item put together by College Council. Add tools to the handbook, minutes should focus more on action items and planned actions with results; minutes are currently not documented evidence.
Discussion: limit the number of printed copies of the handbook.

9. **Item moved: Support Administrators' Professional Development**

John: Haven't been good at providing conferences to Administrators.
Provide financial support for Administrators' retreat over Summer.
Discussion: discuss within budget agenda item.
Laurel: Faculty time at Administrative retreat would be more valuable than monetary donation. Administrators would be grateful for faculty participation. "Gift" giving back as far as talents, total college approach, leveraging resources. Develop Strategic Horizons Networks, Leadership Development across all constituencies; projects identified campus or district as problem that wants to be solved. Findings presented to President and Board. SHN has retreats to develop the Leadership process; grow your own leaders, comes back to college many fold. Professional Excellence committee: Leadership Institute development, include Classified dead end job syndrome.

7. **Tentative 2010-11 Budget Proposal** – President: move forward, no actual data yet.
John presented the previous v proposed budget.
Discussion: Staff development funds can contribute to Classified Senate flex day.
Office v program supplies, what are they? Discussion around electronic signature process.
Preprinted forms to facilitate discussions, problem solving.
Majors faire lunch cut; can SD fund lunch?
Form a Subcommittee to get donations from vendors such as Subway, etc. for Faire lunch.
Guidelines: food can't be purchased for the Faire.
Costco will donate a food card, Grocery Outlet is another idea.
Staff Dev funds can't use money for food.
Program funds: books for TLC
$1000 conf increase to Faculty for programs such as Teachers Teaching Teachers or Great Teachers.
TTT is still going on campus, Biology, could be expanded.
Partnering with Community Ed, skill based courses, $500 funds ten courses.

Encourage Classified and ask; direct funds towards Community Ed opportunities.
November list presented was approved to be subsidized, $50-60 with subsidy, $80-90 w/o subsidy.
For next year see if there is interest; same procedure as for conference travel.
John: will get list and send out of Staff Dev offerings that would be funded for Classified.
Any other ideas on budget: Won't know budget changes until July.
Just paying for conf registration would be a way of spreading around money for more participation. May limit participation because of travel costs.
Look at last year's travel.
Conference Staff Dev reimbursement while on sabbatical; next year discussion.
John: need to formalize conference payment guidelines
Historically small number of conference requests while on sabbatical.
Combine variable flex and conference forms.
$1000 for books for TLC?
Conf proposals write ups presented to SD could lead into on campus workshop, brown bag, or share at Division meeting, use for flex activities.
Publish write ups somewhere.
Industry leaders are usually at conferences.
Conf Workshops can become campus workshops.
Exchange What's Right at LPC at Town Hall with conf presentations, maybe twice a year.
No other budget discussion.

8. 2010 Needs Assessment Results - Original discussion earlier in semester.
Need new one including part time faculty and staff. Data didn't change much.
Constituencies have different needs. John will work with Student Services to provide data. Popular topics are: Conflict resolution, Diversity training, Stress Mgt.
Staff Development came up in all Visioning Day groups.
Next year SD will develop program based on needs survey; Spring Flex day will be based around those. Use as standardized form for specific needs; every year use short form now that have data.

9. Support Administrators' Professional Development

Moved above to before item 7.

10. Voting Conference Proposals (on Blackboard)

Disc: Division funding for part of conferences.
Each conf has 5 yes, no no's, no abstentions.
New proposals: Both new proposals approved. Lee and N. Taylor.
Eagan majority approved, sent forward, one issue on sabbatical, campus has funded before, 2 this year asked for SD, one separate from sabbatical, whether it is related to sabbatical or not, people present voted no, opened for electronic vote.
Clear policy needs to be established, within conf guidelines, i.e. most conferences are in Spring.
Committee needs to develop a list of ideas for consideration, bring back to Divisions and constituencies. Staff Development Coordinator will sit on College Council starting Fall 2010.
John's term is 3 years, next year is 2nd year.
Why not transitional person go into SD chair such as Vice Chair.

John: the Committee should develop an action plan based on what have heard from college community , long range focus, tie into action plan v minutes dialogue. Continuity for committee. John should explore. DE might have vice chair. How does that affect time commitment for VC.

10. **Good of the Order**: thanks to all for work and participation this year.
John to send notice for date of pre-meeting or regular first meeting for Fall:
Will be 8/17 or 9/13 .

11. **Adjournment:** Unanimous move to adjourn 4:10 p.m.