Staff Development
May 12, 2008, Room 1603
2:30-4:30 PM

Approved Minutes

Present: Carolyn Baranouskas, Bob D'Elena, Jackie Fitzgerald, Roni Jennings, Greg Johns, Ann Jones, Laurel Jones, Barbara Morrissey, Jeff Sperry

Absent: Toby Bielawski, Sylvia Rodriguez, Nancy Wright

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

2. **Agenda:**
Agenda was approved as written.

3. **Approval of Minutes:**
(B. D'Elena/J. Sperry) to approve the minutes of April 14, 2008 as written. Approved with one abstention.

4. **Committee Reports:**

A. **Constituencies:**

1. **Divisions:** No report.

2. **Classified:** Ms. Jennings noted that in light of budget projections, it is the hope of Classified staff that funding will be available for Flex Days next year.

3. **Administration:** No report.

B. **Chair's Report:**
Ms. Morrissey thanked the committee members for their participation and efforts this year. She created a poster board which highlighted various Staff Development projects and accomplishments this year. It was put on display for committee members to view.

5. **Approval of Conference Proposals:**
The following summer conferences were approved by consensus:

#SMR03-09 – Nicole Huber $400 (out-of-state)
#SMR05-09 – LaVaughn Hart $400
#SMR06-09 – Martha Konrad $400

An additional summer proposal (#SMR04-09 – David Everett) was not approved. After a lengthy discussion, the committee determined the request could not be approved due to the fact the request is to attend (two) courses through the University of California Davis. Ms. Jennings commented on past Staff Development practice and reminded everyone the practice has been not to approve/fund classes, even those that are extension courses. In an effort to maintain consistency and fairness to others who have submitted similar requests, this request should not be approved.

Ms. Morrissey commented on the budgetary aspect and noted the main reason for not funding these types of requests is mostly due to the fact Staff Development on this campus has very limited funding from year to year. Unfortunately, at this time we are not a campus that has the financial resources allocated to Staff Development, such as some others districts. She went on to explain that currently Staff Development is a committee; not a program. Until more emphasis and funding are provided, or it becomes a program, we have to use the (limited) funding we receive in the most effective manner. It is hoped Staff Development will be able to expand in the future so that courses and classes can be funded.

Ms. Fitzgerald briefly commented on the fact that the classes requested are not for units, and more importantly based upon the information provided appear to be to ones in which Mr. Everett would be getting training on advanced equipment, which would be reflected and enhance his teaching; therefore, couldn't it be considered professional development? Mr. Johns indicated this situation brings up the question "what is Staff Development then?" Ms. Morrissey provided a brief historical perspective of Staff Development. She indicated this brings up the issue (again) regarding items Staff Development and divisions should be responsible for funding. In these cases, she is of the opinion it is the responsibility of the division to provide necessary training to faculty when it requires the faculty member to be trained on equipment, or to maintain national and professional standards or certificates. A vote was taken and the proposal was not approved. In closing, Ms. Jennings requested it be noted in the record that this type of situation has occurred twice this year; perhaps more communication should be provided to individuals to inform them to check within their division for funding of these types of requests prior to submitting to Staff Development.

6. **Budget Update/Year-end Summary**

Copies of the recent draft budget summary were distributed and Ms. Morrissey proceeded to briefly highlight each item. It was emphasized the final budget is not yet known, as processing of items is still occurring and the mini-grants are not due until May 16th. The numbers reflected are projections at this time.

A brief summary of activities funded through Staff Development was provided:

- Fifty-six (56) individuals attended fifty-one (51) conferences this year.
- Classified Flex Days were funded at $2000/year, and supplemented with a Foundation grant of $900.
- Three (3) Great Teachers scholarships were awarded.
- Teachers Teaching Teachers had two out of four sessions. It is anticipated next year four sessions will be planned.
- Approximately $1600 of remaining TTIP monies were used to fund the Innovation Open House and Tech Ed group registration.

Ms. Morrissey reported the estimated amount of unspent funds will be in the neighborhood of $12,000 - $13,000 this year. The reason for the high amount is ``mainly due to individuals being approved for conferences, mini-grants, etc., and not going or choosing not to submit for the full amount of reimbursement. Also, Staff Development worked in collaboration with several other areas, which minimized the amount spent. It is unclear at this time if the full or partial amount will be allowed to roll-over. It appears the amount allocated to Staff Development for the 2008-09 year will remain at $25,000.

There was discussion regarding what can be done differently next year. It was suggested a "recommendations" list consisting of items the committee would like to have funded be drafted, which would be able to be presented to the president. Dr. Jones strongly encouraged additional planning; it would be an asset to her and the committee when having to solicit funding every year. She noted it could be looked at from the perspective of the Program Review funding chart, which would allow for more pro-activity. She recommended that activities which fall under the college's values statement would greatly assist her to be able to advocate for additional funding.

The issue of increasing the eligibility amount from $300 to $400 per person next year was brought forward. Ms. Morrissey noted that if the committee decides to move in this direction, keep in mind it will mean being able to fund less individuals going to less conferences, as well as many of the other activities Staff Development currently funds such as Classified Flex, etc., especially if the roll-over is not allowed to occur. It was suggested the committee could make a recommendation to next year's committee to move forward with it, barring any major budget issues.

Mr. Johns commented on the amount of funding being partially claimed or not claimed at all, especially with regards to mini-grants. It was noted that $6,000 was allocated last Fall for mini-grants; however, the submissions totaled $4,200.

Since many of the reimbursement requests have been less than the amount approved; this leads to funding being "tied up" that could be put back in the "pot" and used to fund more individuals or activities. A motion was asked for to increase the full-time eligibility from $300 to $400 per person, per year beginning in the 2008-09 year.

Motion: **The Staff Development Committee favors increasing the yearly full-time eligibility amount from $300 to $400 per person, and re-visiting the number of conferences funded next year.**
1st: **R. Jennings**
2nd: **G. Johns**
Approved (4 yes, 1 no, 1 abstain)

Mr. D'Elena noted that in light of budget concerns, perhaps it is not the time to be increasing the amount.

An inquiry regarding how this will affect already approved summer conferences arose. Ms. Morrissey noted since they are funded out of the 2008-09 budgets and the motion was approved to increase the amount of eligibility, they are entitled to the $400, which means $2,400 of the anticipated $25,000 Staff Development allocation will already be used. In closing, Dr. Jones cautioned the committee to consider whether or not 4 or 5 individuals from the same department should be allowed to attend the same conference and get Staff Development funding in light of the eligibility increase just approved and overall budget concerns.

7. **Celebrate Staff Development**
A tape titled "Celebrate What's Right with the World" was viewed. Ms. Morrissey noted she felt this was a good message and positive way in which to wrap up the year. Committee members were thanked for their efforts and service on the committee.

8. **Good of the Order**
Mr. Sperry inquired if more information regarding the summer work schedule was known; specifically, whether or not a 4/10 work week will be offered. Dr. Jones indicated it is not known for certain yet. The Board of Trustees requested additional information from both colleges for their May 14 retreat. The District office will be open Monday-Friday, 8:00 a.m. – 5:00 p.m. It is anticipated an answer will be provided shortly.

Both Ms. Morrissey and Carie were thanked for their efforts this year.

9. **Adjournment**
The meeting adjourned at 4:00 p.m.