

Professional Development Committee
Friday, September 9, 2011– Minutes
1:30 – 3:00 PM
Fremont Campus, Room 7108

- Members Present: William Wong, Steve Bitzer, Deb Parziale, Vy Anderson, and Holly Dane
- August 22, 2011 minutes approved by members present.
- Review of Professional Development Charter aka old title “Staff Development Committee Charter” written over 20 years ago.
<http://www.ohlone.edu/org/profdevcomm/docs/staffdevcommcharter.pdf>
 - All whom were present agreed upon the updated charter.
- Approval of Professional Development Committee Goals and PIO for 2011-12
 - All whom were present agreed upon the goals.
- Funding methodologies:
 - The Funding methodology will essentially stay the same.
 - The only minor change is regarding the amount of funds given to full-time and part-time employees. \$450.00 for full-time staff and \$250.00 for part-time employees.
 - Also, the President’s signature is required for conferences and/or workshops that are held out of state.
- Website information:
 - We will change the amount of funding that employees receive for professional development workshops/conferences.
 - We will also note that the manager has to check that the conference is relevant to the employee’s job and that all out of state travel has to be approved by the President.
 - We have to follow guidelines because all monies are being scrutinized.
 - Approval of change of information on the website: Steve Bitzer, William Wong, Deb Parziale, Vy Anderson, and Holly Dane.
- Budget
 - Shairon says that we will be receiving about \$20,000 for the professional development budget. However, until the budget information gets finalized we can’t really make any decisions and say anything concrete to the campus community.
 - Last year in Spring, we approved of several employees’ request to attend professional development conferences in June or July 2011, prior to our budget decision that employees will only receive \$400 for their professional development workshops/conferences.
 - Sheldon Helmes

- William Wong
- Carol Lawton
- Robin Kurotori

We all agreed that the funding of the promised amount (up to \$500) will come out of our new budget. Additionally, the other two faculty (M. Ramirez and S Kloopping) who attended approved conferences in July 2011 will receive \$500 to maintain consistency. Awarding the new funding amounts (\$400 for full-time employees and \$250 for part-time employees) will begin August 2011.

- Bunny Sandra Kloopping: approved for conference
- Janet Holmes: unable to approve for conference funding because forms were submitted after employee attended conference.
- Maria Ramirez: approved for conference funding
- Other employees' whose conferences/workshops were approved under the new funding guidelines include:
 - Kathy Sparling
 - Mazo Waters
 - Sally Scofield
 - Elissa Web
 - Holly Dane
 - Bob Bradshaw

- There are 7 more requests for professional development funding. Deb Parziale will give these requests to Jennifer Parker to scan to the members of the committee to review and approve.
- There was a question on whether or not an employee could use professional development funding/money to pay for community workshops (i.e. Community Education workshops that are advertised by Kate Harrison). Deb Parziale said that Shairon would support it but it would have to be job related. Members of the committees who were present on September 9th meeting all agreed as well.

- Faculty Flex:
 - Deb Parziale read the Faculty Flex guidelines
 - When Faculty Flex was created
 - Definition of Flex
 - Program Review covered during Flex
 - Individual Flex
 - Heather McCarty, Darren Bardell, Sarah Cooper, Jeffrey Watanabe are requesting if they can use a project (re-do hiring process) as flex credit (20 hours)
 - AB1725 states that Administration must consult regarding their hiring practices.
 - Members of the Committee voted and approved of their flex application.

- Future Meetings:

- November 11th is a holiday so it will conflict with the PD meeting. We are deciding on whether November 4th or November 18th would be a good alternate date for the PD meeting.
- Adjured at 3:00 PM

Respectfully Submitted, Vy Anderson