**Staff Development Committee Meeting**

**Wednesday, April 10th, 2019**

**Present –** Teresa Martinez, Katie O’Brien, Sable Cantus, Alice Mecom, Vanessa Chavez, Kathy Gomez, Brenda Harlow

**Approval of Minutes** – The minutes of the March 13th, 2019 were approved as submitted.

**Grants Review –**

* There is $5953 in on time grant requests, non-CSEA requests, one $200 CSEA requests, and $4,401 currently remaining for non-CSEA requests.
* Katie suggested transferring $3650 to grants from retreats, speakers, the Administration set aside, and Leadership Academy to cover the grants if all grants are worthy to be funded. The committee agree to the budget transfer recommendations.
* There are 4 faculty who are requesting to go to the Online Teaching Conference that can be paid for out of the Online Education set aside. The following faculty will be funded:
  + Full-time faculty Cynthia Lewis and Angela Rhodes at $400 each
  + Part-time faculty Lori Rusch and Karen Beck at $200 each
* Dana Arazi request for $750 to attend the American Sign Language Teachers Association Conference – Approved. While he has already been awarded $750 this fiscal year, given that this event ends in the next fiscal year, the committee agreed full funding was fine.
* Claudia Rivas request for $200 to attend the California Conference on Library Instruction – Approved.
* Kelly Velasquez request for $200 to attend the Western Political Science Association conference – Approved.
* Kris Schaffner request for $189 to attend The San Diego Writing Workshop – Approved.
* Allen Leung request for $750 to attend the 2019 Science Olympiad – Approved.
* Mike Garabedian request for $950 to have a Library Staff Retreat – After a brief discussion the committee agreed that $500 would be an appropriate amount for food and supplies for the retreat.
* Chelsea Martinez request for $200 to attend a 3-day Process Oriented Guided Inquiry Learning workshop – Approved.
* Biology Faculty request for $200 to support a workshop to train Biology faculty in PCR technology – The committee agreed to $150.
* Christine Waugh request for $75 to attend the 2019 Spring CCDA SoCal Regional Conference – Approved.
* Sheila Lynch request for $750 to attend the Miksang Photography Workshop in Halifax, Nova Scotia, Canada – Approved.
* Tanja Baum request for $750 to attend 2019 INACSL Conference – Approved.
* Hollie Tirrell request for $200 National Athletic Trainers Association Annual Convention/Symposium – Approved.
* Tom Callinan request for $189 to attend the San Diego Writing Workshop – Approved.

Total of $4903.00 in regular grants awarded and $1200.00 from the Online Education set aside.

**CSEA Funding for Women Hold up Half the Sky Conference**

* Katie asked the committee if CSEA funds can be used to fund 10 to attend the Women Hold up Half the Sky Conference at $76 a person – Committee agreed
* The committee also agree to fund 5 non-classified employees as well.

**Spring Items –**

* Katie received word that the State will be allocating $49,500 in Classified Professional Development funds that CSEA will be in charge of how to use these funds – more to be determined.
* The Needs Assessment Survey is almost complete. The committee has sent initial suggestions and edits to Katie and she asked the committee to take and test out the survey a final time and send her feedback by 10am tomorrow.
* The survey will be rolled out next week and there will be a weekly drawing for a $25 Starbucks cards for those who fill it out.
* On Wednesday, April 17th, 2019, the “Medical Emergency Situational Awareness” workshop facilitated by Ryan Carey is taking place. 28 are signed up.
* On May 1st, 2018, the “Canva” workshop facilitated by Vanessa Chavez is being offered. 27 are signed up.
* Katie asked for a sub-committee to review the SanFACC Mentor applications. Kathy Gomez, Alice Mecom, and Vanessa Chavez agree to review the applications.
* Katie will be working on the By-Laws – More to be discussed.
* Melinda Karp will likely be returning August 12th, 2019 to help the with the Guided Pathways Leadership Team and Steering Committee with strategic planning.

**Grant Process Issues -**

* Because of incomplete applications from several staff this round, the committee recommended the following changes:

-Clarify that any event taking place off campus requires completion of Travel Authorization

-Clarify that official workshop/conference description/cost information must be attached

-Move the application deadline to the Wednesday (as opposed to the Friday) before the grants review

meeting.

**Other –**

* There are monies in SSSP, Student Equity, and Basic Skills for professional development and Alice Mecom wants the Staff Development committee to be involved in how best to use those funds. – More to be discussed

This meeting adjourned at 3:30pm with the next meeting on Wednesday, April 24th, 2019