Staff Development Committee
January 22, 2012
3 - 4 p.m.

Present: Debbie Peterson, Jaye Tashima, Tim Johnston, Gisele Morales, Michele LaVeaux, Fusako Yokotobi

Absent: Paul Williams

Recorder: Jeri Kay Falkowski

Meeting minutes from 11-20-2012 were reviewed and accepted with no changes.

Old business:
Web page update was discussed. A suggestion was made to have links on the front page with a forms sub category.
One of the problems Debbie found under committees category is the charge has not been updated. In April the charge was submitted to College Council to change. We will submit changed charge for correction on website. Debbie asked if it is noted in College Council minutes that it was approved. Tim – there will be another opportunity to revisit AP 1202 and we can get it corrected at that point.

Website changes: – Debbie submitted a proposal for website changes (Attachment #1). Proposal includes: recognition calendars, pictures from last year’s events and links to internet resources that are opportunities for professional development. Debbie proposed that we make changes shown to the website. All were in favor.

Guidelines for Faculty Form - discussed guidelines for faculty/staff handout be updated (Attach #2). Include additional parameters with guidelines and proposed funding.
Proposed Changes: #3 – up to $350 per Fiscal Year
4a. change to not to exceed 350
Take off 4b.
#5 – re-word to have request submitted to Staff Development committee for funding approval.
#8 - Discussion over whether or not there should be follow up on what people learned at conferences. Change wording to read: Within one month of participation, require that they submit follow up report on knowledge gained. Discussion over how to enforce their follow up. Failure to complete could affect future funding. Suggestion was made to create a simple template to fill in for follow up.

Ed code shown does not apply to us, will re word to apply to our committee, eliminate the ed code reference.
Debbie will modify the form with changes and send out to committee again.

Name change – Debbie asked if committee still wants to pursue to change name to Professional Employee Development. Tim said it sounds like you already went through process to change. All in favor of moving forward with name change. Debbie will provide Fusako with proposal to move forward.
Travel requests:
Sheila Burnham – discussion over travel request. Her request fits more in upward mobility. Travel request denied. Jaye and Tim suggested that she be made aware that it can fall under upward mobility. Debbie will send out notice to her. Fusako suggested to also add wording that approval is not automatic.

Calendar – Debbie suggested a welcome back open house on February 8 with a one-stop place to get parking permits, contracts, coffee and finger foods. Open house could include information from Keenan on their programs and discounts available to employees (through payroll). Similar to what we do for adjunct. Jaye suggested putting together a power point on continuous loop with information. Debbie asked if we need approval. Fusako reminded them the problem we run into is release time. Debbie suggested running from 10-2 so they can come on their lunch. Fusako will present date and what will happen she will make it clear people get permission from their supervisor. Debbie will check to see if SAC is available. Tim asked about a luncheon event with food. Her thought was finger food between 10-2 so people can just grab and go.

Debbie – we need to utilize communiqué to get information out about upcoming activities. Let’s look at what is coming up and submit activities in by 15th of the month.

Debbie – looked at calendar and saw that there is only 1 week between teacher appreciation and classified employee week for Rams Day.

Fusako sponsored the holiday events with a donation of gift cards. We had over 100 people who participated. Debbie would like to see more projects like that to enhance what goes on in departments on campus.

Adjourned: 4:03
Staff Development

Goal:
The goal and mission of Staff Development at Victor Valley Community College is to continuously facilitate and provide training to all employees in maintaining, enhancing, and acquiring skills that will result in providing effective and innovative teaching, counseling, and supporting services to our students.

Objectives:
The following objectives are consistent with our mission and reflective of the current trends of an emphasis in technology:

- Keep all employees informed of changes and trends in their fields.
- Update all employee skills and expertise in their discipline areas.
- Improve instructional skills for faculty members.
- Utilize state-of-the-art technology in education-both in instruction and support services.
- Maintain a high standard of customer service to accommodate the ever-changing student needs.
- Help new members of the college to quickly acquaint themselves with the college working environment.
- Continue to provide training and workshops to meet changing institutional needs.
- Continue to provide training and workshops in computers and technology to ensure that every employee is technically literate.
- Use our Web page to publish planned activity calendars, changes, new events, announcements, etc.
Staff Development

Charge:

- Improve and sustain the professional growth of district employees through collegially planned learning opportunities that continue to support the goals and mission of the institution.
- Establishes criteria and evaluates applications for Professional Development travel and conference requests.
- Disseminate and share knowledge and skills attained through Professional Development Funding.
- Support quality teaching, learning, and support services for students by providing resources for employees to develop and fulfill career, professional needs and goals.
- Continuous professional development and training to maintain highly qualified district employees committed to serving the educational needs of students, foster community partnerships and address professional growth.
- Develop, coordinate, and recommend core skills on teamwork, cultural awareness and college technology.
Staff Development

AVAILABLE DOCUMENTS

• GUIDELINES FOR FACULTY
• APPLICATION FOR STAFF DEVELOPMENT FUNDS
• NOTE: This application must be completed and submitted to the Staff Development Assistant. Kelley Kingman - EMAIL: kelley.kingman@vvc.edu
• TRAVEL REIMBURSEMENT AUTHORIZATION FORM
• NOTE: The Travel Reimbursement Authorization Form MUST be submitted at the SAME TIME as the "Application for Staff Development Funds" is completed (above).
• Faculty Workshops / Flex Activities
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<td>Fusako Yokotobi</td>
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Staff Development

Committee Documents, 2012-2013
October: link to document
November: link to document
January:
February:
March:
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June:
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Staff Development

Pictures of past events
Staff Development
Internet Resources

- Link to payroll benefits
- Link to human resources web page
- Link to VVC Communiqué Newsletter
- Personal Growth web pages such as the healthy roads newsletter
- Professional Growth web pages such as ?
GUIDELINES FOR FACULTY/STAFF DEVELOPMENT FUND REQUESTS FOR 2012-2013

1. All full-time employees including classified, faculty and management are eligible to apply.
2. A brief explanation from the person submitting the request for funding explaining why they plan to attend and what they expect to gain from attending this conference/workshop. If presenting, explain your role at the conference.
3. Individuals may be awarded one request up to $300.00 for funds per academic year.
4. The amount of funds awarded will be based on the following standards:
   a. Up to one half of the total sum requested—but not to exceed $300.00—for attending a conference or workshop.
   b. Certain exceptions will be made upon the request and advice of the Superintendent/President.
5. The activity must be recommended by the immediate supervisor and Staff Development Committee prior to the approval of the Superintendent/President.
6. The money awarded cannot be used to pay for substitute instructors or staff.
7. Prepayments made by employee: Reimbursement cannot be made until payments have been made for the conference/workshop. If required to pay in advance, i.e., registration, hotel, flight, employee must submit the original receipts to Fiscal Services. The employee can then be reimbursed from the monies approved by the Staff Development Committee as soon as possible.
   NOTE: A Travel Authorization form must also be completed.
8. Required: A follow-up written report must be submitted to the Staff Development Committee explaining what was learned, gained, etc. from your participation at the conference.
9. Submit your request to Kelley Kingman in Fiscal Services. She can be reached by email kelley.kingman@vvc.edu or at extension 2781.

The CA ED Code provides that a community college district will use “Faculty and Staff Development Funds” to provide:
1. Teaching improvement
2. Maintenance of current academic and technical knowledge and skills
3. In-service training for vocational education & employment preparation programs
4. Re-training to meet changing institutional needs
5. Intersegmental exchange programs
6. Computer & technological proficiency programs
7. Courses & training implementing diversity & upward mobility programs
8. Other activities determined to be related to educational & professional development pursuant to criteria established by the BOG of the CA Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem

WE, THE COMMITTEE, ENCOURAGE YOU TO APPLY AND ATTEND A CONFERENCE OF YOUR CHOICE.