

Miramar College
Staff Development Committee Meeting Minutes
May 9, 2016
2:00 p.m.
Room H-101 Conference Room

Members Present: K. Petti, V. Naters, T. Hubbard
Members Present by Proxy: J. Allen, S. Shooshtary, M. Moore

I. Call to Order

The meeting was called to order at 2:05 p.m.

II. Review and approval of agenda

The agenda was approved with an addition to the budget report and review of the Staff Development Committee page in the CGC Handbook. (MSC: V. Naters/K. Petti)

III. Review and Approval of the Minutes

The April 25, 2016 minutes were approved (MSC: K. Petti/V. Naters)

IV. Budget Update

T. Hubbard provided an update to the committee budget. To date, \$9,581.11 has been liquidated. There is a balance of \$5,598.50 that will need to be liquidated by the end of the year. The remaining AFT balance is approximately \$5,361.39. Unused funds will be returned to AFT.

The funding provided by BDRS has been used for campus activities. The beginning budget was \$11,834.00. To date, \$4,816.42 has been expended. There is a remaining balance of \$7,017.58. The committee agreed to provide additional information to the campus next year so that all are aware of the available funding for campus activities.

A budget of \$3,000.00 was pulled from the BDRS funds to provide funding for Classified Supervisory travel. To date, \$2,901.00 has been expended for CS travel.

V. Review New Travel Requests

No new travel requests were presented for review/approval.

VI. Role of Professional Development on the Miramar College Campus
The committee continued the discussion from the previous meeting. The questions put before the committee are listed below. The committee responses are listed below each question.

1. What are some of the things to consider regarding adding a PD position to this or any committee?

The most significant consideration is the role of the PD position (and any associated release time) within the framework of an existing committee.

2. Could this committee's membership be expanded back to what it was before? Adding back both a Classified Staff and Faculty position would keep the constituencies consistent, since the position that the Academic Senate is examining is a faculty role.

The Staff Development Committee has no objection to expanding its members per se. It seems however that it would be awkward if the Staff Development Committee had one person (a PD position) with additional duties and an associated release time. In the opinion of the Staff Development Committee this option is problematic and therefore is not recommended as a course of action.

3. What do you think the possibilities are of combining the Flex Coordinator and PD Coordinator roles? What might be some of the Pros and Cons?

Combining the Flex and PD roles outside of the Staff Development Committee is a decision outside of the scope of the Staff Development Committee, and seems best decided by entities outside the Staff Development Committee. Combining the Flex and PD roles within the Staff Development Committee seems problematic, as the duties of these positions are not sufficiently in synch with the mission of Staff Development Committee.

With that said, a thought the Staff Development Committee has is the most logical existing position to assume the PD duties and associated release time would indeed be the Flex Coordinator. This person can serve in a "stand alone" position with expanded responsibilities, and an additional associated release time (if deemed appropriate). The difficulty is identifying an appropriate and reliable funding source for the release time. But once again, that challenge is outside the scope of the Staff Development Committee.

4. If the Flex and PD roles were kept separate, should they both be associated with the Staff Development Committee?

As stated above, it seems awkward for one person within the Staff Development Committee to have additional duties and an associated release time. This option therefore is not the recommendation of the Staff Development Committee.

In response to the Academic Senate's query to the Staff Development Committee, the recommendations are as follows:

- Combine this new PD position with the existing Flex position and appropriately compensate with release time.
- Have the PD position "stand alone" and appropriately compensate with release time.
- Add these PD duties to an existing Senate position. This is probably not preferable, but an option to consider.
- An option the Staff Development Committee does not recommend is to have a PD person inserted into the committee, since the person would perform additional duties with additional release time. This eliminates the awkwardness of adding a person, with unique duties and compensation, to an existing committee.

VII. Review of the Staff Development Committee page in the CGC Handbook

The committee reviewed the Staff Development CGC Handbook page and made changes to the page that more accurately reflects the current role of the committee. The revised document is attached.

VIII. For the Good of the Order / Adjournment

The meeting was adjourned at 3:00 p.m.

Staff Development Committee

Chair Eligibility – Co-Chairs: One Classified Staff Member and one Faculty Member

Chair Election – Recommendation, elected by Committee

Chair Term – Two Years

Committee Membership*

Administrators (1)	Classified Staff (3)	Faculty (3)
Representative	Representative	Representative
	Representative	Representative
	Representative	Representative

Committee Goals:

- Provide assistance for Miramar College personnel in the development of personal growth plans.
- Provide information about classes, conferences, workshops, and other programs for the betterment of classroom instruction, student support services, and enhanced job performance.
- Develop plans for disbursement of travel funds for faculty and classified staff.
- Disbursement of travel funds for faculty and classified staff.
- As appropriate, provide information to the campus community about Staff development opportunities.
- Review for approval, utilizing funds provided by AFT and BDRS, travel requests and campus-wide staff development activities.

Committee Procedures and Calendar:

The committee will recommend to the Academic Senate at least one member to report out on budget and funding requests. The committee co-chairs will work with the campus PIO to calendar schedule events with the District Calendar. and Staff Development Committee.

Committee will meet no less than once per month at a regularly scheduled time.

Revised by the Staff Development Committee on May 9, 2016

Link to Agendas and Minutes: <http://www.sdmiramar.edu/faculty/committee-detail?cid=INEE>

Miramar College Governance Committee

Recommendation Reporting Form

Committees make recommendations rather than decisions. The Committee Chair will submit this form and attachments, as necessary, to ensure that each recommendation is forwarded and considered.

Staff Development Committee

Terrie Hubbard / Max Moore

Committee Name

Committee Co-Chairs

Change to membership and goals

Spring 2016

Recommendation Topic

Date of Committee Meeting

RECOMMENDATION AND EXPLANATION:

The committee reviewed the Staff Development CGC Handbook page and made changes to the page that more accurately reflects the current role and duties of the committee.

Date Submitted To:		Action Taken and Date of Action (discussed, accepted, referred to, etc.)	
/ /	Academic Senate President		/ /
/ /	Associated Student Council President		/ /
/ /	Classified Senate President		/ /
/ /	College President		/ /
/ /	College Executive Committee		/ /