

STAFF DEVELOPMENT COMMITTEE MEETING

December 11, 2013

10:00-11:30, TLC

Members present: Jan Schardt, Rebecca Scott, Laura Ecklin and Cristine Vasquez.

Members excused: Kelly McCann and Karen Larson.

Guests: Kathy Baird and Lissa Gibbs.

AGENDA: Review NVC Project Grant applications



Lissa Gibbs introduced the history behind these grants and the concept of what is expected.

The committee reviewed the 21 proposals. Proposal results in priority order:

| PROJECT | FUNDING SOURCE | AMOUNT | COMMENTS | |
|------------------------------|-----------------------|----------|--|---------------|
| TLC Supplies | Nelson | \$300.00 | Jan will give the committee a detailed description of what supplies are needed | Schardt |
| Lilly Conference | Doud | \$500.00 | | Dotta |
| SLO Assessment | Doud & Nelson | \$800.00 | \$500 Doud, \$300 Nelson, pending other \$'s | Dotta |
| Accrediting Institute | Doud & Nelson | \$300.00 | \$300 from each source | Dotta |
| Articulation (both requests) | Doud | \$500.00 | For conference. Pending more information re: dept. budget – 0 for supplies and general operating expenses unless extenuating circumstances | Tran |
| Banners for LLRC | Doud | \$500.00 | | Scott |
| Parent Education | Doud | \$500.00 | | Molina-Gassen |
| Stereoscope Viewers | Instructional Equipt. | \$500.00 | Refer first to HSI/STEM funds | Della Valle |
| SONY SANS | Nelson | \$300.00 | Need a breakdown of costs and number of people involved. This can be done with Fischer funds. | Shea |
| Assessment Podcasting | Instructional Equipt. | \$500.00 | Pending need more information. Why can't the production studio be used for this> | Dotta |
| Speech Department | Doud | \$250.00 | Pending breakdown of costs | Gross |
| Greenhouse | Doud | \$500.00 | Pending HIS/STEM and Science endowment funds | Clemens |
| Bullpen | Doud | | Pending other funding. Refer to safety | Freschi |

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|-------------------|-----------------------|------------------------|--|-------------|
| | | | committee. Is this for Baseball and Softball fields? | |
| Latino Conference | Doud | \$500.00 (up to \$500) | Need a different activity that relates to the funding activity. We can't fund food. | De Haro |
| Sports Medicine | Doud | \$500.00 | Where is the rest of the \$'s coming from. What about safety credits? Needs to be reviewed by the Dean of Instruction, IT and Safety Committee . Who will be paying the ongoing costs? | Bartholomew |
| Alpha Beta Gamma | Doud | \$500.00 | This is a startup fee. Does the Office of Instruction support this? What will the ongoing expenses be and who will cover these? | Hall |
| Classified Lounge | Doud | | Can get an LCD from Media Services to replace the one taken out. Need to know how much funding the Senate and Union are planning on contributing. | Exum |
| Digital Camera | Instructional Equipt. | | See if John Dotta has an extra camera that can be put on reserve in the library for all staff to use. | Exum |
| Fingerprint Fees | Doud | | Refer this to the Office of Instruction. Understand the need but sets a precedent. | Zyskowski |
| Business Club | Doud | | Refer this to ASNVC as it does not fit the criteria. | Hall |

Grant Proposal Process: What worked and what needs improvement:

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|  |  |
| Positive for faculty and staff for projects/materials | Timeline problem- came too late |
| Good to have Kathy Baird present for discussion | Develop better timeline – 2 times per year and announce at Flex Day |
| | Lack of communication and understanding of past practice to award funds |
| | Too much paper need electronic process |
| | Improve form to request \$'s; have applicants check off if they have other funds – list them on application |
| | Post application examples on the TLC webpage |
| | Improve rubric also send out rubric with the packet so people can see the criteria for funding |
| | Required font size |
| | Word for fillable PDF |
| | Electronic flow of requests |

Next steps- Award letters need to be sent out to the applicant and supervisors. Kathy Baird will ask Lissa Gibbs how she wants it done. Those needing more information will be sent letters requesting the info.

NEXT MEETING: The next Staff Development Committee meeting will be in February. Jan Schardt will send out the meeting invite and all meetings will be in the TLC.
