

# Norco College

## Professional Development Minutes

October 08, 2019

Room: IT 208

Dr. Tim Russell and Dr. Kara Zamiska co-chaired this meeting.

### Members:

Dr. Tim Russell.....	Social and Behavioral Sciences
Dr. Kara Zamiska.....	Social and Behavioral Sciences
Dr. Samuel Lee.....	Vice President of Academic Affairs
Dan Reade .....	Communications
Dr. Jody Tyler .....	Sciences and Kinesiology
Dr. Sandra Popiden.....	Social and Behavioral Sciences
Ana Marie Olaerts .....	Communications

### Committee Administration Support:

Nicole C. Brown..... Office of the Vice President of Academic Affairs

### Absent:

Dr. Gustavo Ocegueda.....	Dean, Grants & Student Equity Initiatives
Starlene Justice.....	Sciences and Kinesiology
Paul VanHulle .....	Business, Engineering and Information Technologies
Dr. Courtney Buchanan.....	Social and Behavioral Sciences
Jethro Midgett.....	Social and Behavioral Sciences/Counseling
Natalie Morford.....	Communications
Janet Frewing.....	Math
VACANT.....	ASNC

**Guest:** Bernice Delgado..... Grants & Student Equity Initiatives

**A. Approval of the Minutes May 14, 2019 \* TABLED.** Did not have quorum.

**B. Approval of the Agenda October 8, 2019 \* TABLED.** Did not have quorum

**C. Action: Add any FLEX proposals.** No FLEX Proposals submitted to review.

### D. Discussion:

1. 1. Funding application changes \*\* TABLED. Did not have quorum
  - i. Remove PDC Chair signature
  - ii. Funding for PT faculty

2. Spring FLEX Ideas \*\* TABLED. Did not have quorum

## **E. Information:**

**1. PD Funding Discussion between Dr. Ocegüera and Dr. Lee –** Dr. Lee and Dr. Ocegüera met on funding discussions regarding the \$25K annual amount for PDC each year from district. The funds for faculty and staff were the majority of the distribution going to faculty. The \$800 cap is available and if more funding is needed, that can be pulled from over a dozen grants that can support PDC. Discussion on how this committee will oversee the \$25K funding allotment. The PDC would need to create a strategy on professional development and determine how it will operate. If the Academic Senate endorses it, then we can determine how to allocate the money. Strongly suggested that PDC representatives reach out to faculty for feedback on how it should run.

**Suggestion:** Creating a separate committee that manages the funding aspect and they work with the PDC.

Goal is to plan and develop a better use of grants for faculty and staff. Dr. Lee wants it to be an expanded version with senate oversight to determine the direction.

**Suggestion:** The \$25K is used to fund regular discipline based travel. Staff development is given \$2,500 (10%) because it's harder for staff to travel whereas faculty is not as constricted.

**Question:** Do you want to see the scope expanded or keep it with the PDC? If expanded, we will need to establish need norms with faculty. Make the appointed administrator a non-voting member and develop what each office does with detailed description on responsibilities and division of labor.

**Issue for continued discussion:** Should the PDC chairs keep signing the PDC proposal forms or should Dr. Ocegüera just be the overseer?

**2. Update to funding application and Flow Chart (Bernice Delgado)** Bernice will implement the process and provided a handout of the new PDC funding request information sheet with the new language changes. Suggest a real time funding list so you can see what grant amounts are available. There is a concern that if we don't have a funding cap listed, we are not informing faculty who are registering for conferences that there might not be enough PD funds to cover it. It was decided that anything over \$800 requires the approval of the PDC.

Several handouts were provided to the committee and requested that the PDC representatives bring this back to their departments for feedback be sent to Dr. Ocegüera.

**3. Standing Information Item: Funding application.** The committee discussed removing the PDC chairs signature requirement on the PDC proposal forms. Discussion ongoing.

**F. Open Hearing:  
Question:**

1. How does this affect or relate to program review?
2. How does this relate for other funding? Ex. lottery funding.

**Suggestion:** Split up the \$25K for Fall and Spring terms786.

**Next Professional Committee Meeting: Tuesday, November 12, 2019 in IT 218 @ 12:50 PM to 1:50PM.**

**Statement of Purpose** The Norco Professional Development Committee offers ongoing opportunities to improve, develop, and expand the skills and practices of faculty and staff who promote students' ability to achieve their educational goals.

# Professional Development Funding Request Information Sheet

## General Information

Limited funding for professional development activities **not covered** by your department is available for faculty, classified staff, and managers. **Contact your Department Chair or Direct Supervisor to determine if full or partial department funding is available before submitting a request.** Requests for funding may be submitted by individuals only. Below you will find the link to the application and **step-by-step instructions to file an application.**

**Deadline to submit:** Funding request must be approved prior to travel (**no exceptions**). To be considered for funding, the application must be submitted 45 days before the activity for **in-state travel**. **Out-of-state travel, as well as travel beyond 500 miles from primary work site, must be submitted 60 days before the event.** For more information, see [RCCD Policy 6900](#) and [RCCD Administrative Procedure 6907](#).

Before submitting your application, you must receive endorsement from your Department Chair or Direct Supervisor to verify that this professional development activity fits within the scope of your duties at the college. **Applications will be evaluated by the Professional Development Administrator** to determine if it qualifies for funding from **general fund and/or special funds** (e.g. Equity, **Title V federal grants, Guided Pathways, Title III STEM Grant**). Applicants will be notified of the funding decision via email within ten business days. **Incomplete applications will not be evaluated until after all required materials have been provided by applicant.**

## Directions

### Part 1: Submitting your application

- Access the [Professional Development Activity Funding Request Application](#) and type in responses.
- Read "Dissemination Activity Ideas" to identify possible ways of disseminating what you learned to others at Norco College, and explain your dissemination plan on application form.
- Estimate expenses in the section provided** and submit with your application.  
As of January 1, 2019, the mileage reimbursement is 58 cents per mile. For more information: <https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2019>.
- Print and attach event agenda, registration costs, and hotel rate (if applicable).**
- Obtain chair's or supervisor's signature on the application.
- Submit your application via email, inter campus mail, or in person to: Bernice Delgado ([Bernice.Delgado@NorcoCollege.edu](mailto:Bernice.Delgado@NorcoCollege.edu)) (951) 739- 7819, STEM Center, Student Equity Department

### Part 2: After you complete your activity

- Submit **itemized, original** receipts for reimbursement to Bernice Delgado. **The Professional Development Administrator will review and approve eligible travel expenses. Employees will be reimbursed approximately 30-40 business days after all receipts have been submitted.**
- Carry out your planned dissemination of what you learned and send a copy of your presentation materials to the Professional Development Administrator for record-keeping purposes only.
- Faculty: Submit individual evidence of completing the activity for flex credit to **Nicole Brown** ([Nicole.Brown@NorcoCollege.Edu](mailto:Nicole.Brown@NorcoCollege.Edu)) or in person **SSV 127**, along with the form for flex credit. For directions, click here: [LINK](#)



# Professional Development Activity Funding Request Application

Please read the Information Sheet before completing and submitting this form.  
 Faculty: Please discuss any substitute needs with your Dean of Instruction.

<b>Attendee and Activity Information</b>					
Date of Request Submittal:					
Attendee Name:					
Position (Classified Staff, Full-time Faculty, Part-time Faculty, or Management):					
Department/Division:					
Name of Activity & Organization/Sponsor:					
Link to Activity Website:					
Location:					
Date(s):					
Have you sought any other co-sponsorship (other internal and/or external funding)? If yes, provide source and total dollar amount:					
<b>Estimated Total Costs of Activity</b>					
Registration	\$	Parking	\$	Business Expenses	\$
Air Travel or Mileage	\$	Ground Transportation	\$	Incidentals	\$
Hotel (tax. Included)	\$	Meals (\$75/day max.)	\$	Total Request	\$

<b>Justification for Funding Request</b>
<p>Select the authorized uses of funding below that best support your request (check all that apply):</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Improvement of teaching</li> <li><input type="checkbox"/> Retraining to meet changing institutional needs</li> <li><input type="checkbox"/> Computer and technological proficiency programs</li> <li><input type="checkbox"/> Maintenance of current academic/technical knowledge &amp; skills</li> <li><input type="checkbox"/> In-service training for vocational education &amp; employment preparation programs</li> <li><input type="checkbox"/> Development of innovations in instructional &amp; administrative techniques &amp; program effectiveness</li> <li><input type="checkbox"/> Courses &amp; training implementing equity minded practices</li> <li><input type="checkbox"/> Other activities determined to be related to educational &amp; professional development</li> </ul>

Briefly describe the objective of the activity and how it will benefit you and the work you do for the college. If this activity aligns with the objectives of any special programs or grants (e.g., Equity, Basic Skills, etc.) please explain:

How do you plan to share the information gained from the activity to your department/division? See "Dissemination Plan Ideas" document for ways to disseminate information and check all that apply.

- Flex Days activity
- Facilitated conversation
- Adjunct training
- Professional learning materials
- Workshop or "Brown Bag"
- Changing something in your classroom
- Other

Please explain your selection above:

Has the need for this request been submitted through Program Review? (Note: This is only for record keeping purposes)

Is there anything else you would like to add?

Submitting an activity request form indicates the person receiving funding has read, understands and agrees to the conditions for Professional Development (PD) funding explained in the District travel policy: [Link](#)  
Funding must be approved prior to travel. To be considered for funding, the application must be submitted 45 days before the activity for in-state travel and 60 days before the event for out-of-state travel (including travel beyond 500 miles from primary work site).  
**Please initial here:** \_\_\_\_\_

Please obtain endorsement from the Chair or Direct Supervisor

Chair or Direct Supervisor Endorsement		
Name and Position	Signature	Date

Submit your application to Bernice Delgado via email, inter-office mail, or drop off in person.  
[Bernice.Delgado@Norcocollege.edu](mailto:Bernice.Delgado@Norcocollege.edu) (951) 739-7819, STEM Center, Student Equity Department

**FOR OFFICE USE ONLY**

<b>PROFESSIONAL DEVELOPMENT ADMINISTRATOR APPROVAL</b>		
Total Estimated Activity Expenses		Amount \$
Less Internal/external Funding source(s)		Amount \$
PD Funding Source #1		Amount \$
PD Funding Source #2		Amount \$
Total Approved Funding		Amount \$
Notes:		
Dr. Gustavo Ocegüera, Dean of Student Equity	Signature:	Date:

## PROFESSIONAL DEVELOPMENT ACTIVITY FUNDING REQUEST FLOW CHART

Visit "Funding Request" page in PD Committee website. Review PD Funding Request Information Sheet.

Download and complete PD Funding Request Application. Print, sign and attach conference agenda (include conference hotel rates and registration fees)

Secure signature approval from department Chair or Supervisor.

If approved, forward complete application packet to Bernice Delgado via email, in person, or inner office mail.

[Bernice.delgado@norcocollege.edu](mailto:Bernice.delgado@norcocollege.edu)

Bernice Delgado, Student Equity Dept.

PD administrator reviews request and consults with PDC co-chairs if necessary. A decision is emailed to applicant within 10 business days.

If approved, Bernice Delgado contacts applicant to initiate the travel process using Concur.

Applicant makes own travel arrangements based on approved travel costs.

After activity is completed, applicant submits receipts and a copy of information dissemination plan materials to the PD administrator for record keeping purposes

Flex Credit: Complete and submit flex credit form and evidence to Nicole Brown.  
[nicole.brown@norcocollege.edu](mailto:nicole.brown@norcocollege.edu) or SSV 127

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## Attendee and Activity Information

Date of Request Submittal:

Attendee Name:

Position (Classified Staff, Full-time Faculty, Part-time Faculty, or Management):

Department/Division:

Name of Activity & Organization/Sponsor:

Link to Activity Website:

Location:

Date(s):

Have you sought any other co-sponsorship (other internal and/or external funding)? If yes, provide source and total dollar amount:

## Estimated Total Costs of Activity

Registration	\$	Parking	\$	Business Expenses	\$
Air Travel or Mileage	\$	Ground Transportation	\$	Incidentals	\$
Hotel (tax. Included)	\$	Meals (\$75/day max.)	\$	Total Request	\$

## Justification for Funding Request

Select the authorized uses of funding below that best support your request (check all that apply):

- Improvement of teaching
- Retraining to meet changing institutional needs
- Computer and technological proficiency programs
- Maintenance of current academic/technical knowledge & skills
- In-service training for vocational education & employment preparation programs
- Development of innovations in instructional & administrative techniques & program effectiveness
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PD Funding Source #1	Amount \$
PD Funding Source #2	Amount \$
<b>Total Approved Funding</b>	<b>Amount \$</b>

Notes:

Dr. Gustavo Ocegüera, Dean of Student Equity	Signature:	Date:
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PROFESSIONAL DEVELOPMENT REQUESTS-2019-2020

Date	Requestor	Category	Name of Activity/ Description	Requested	Action	Amount	Actual	Funding Source
7/16/19	Kim Bell	Faculty	Accessible Media, Web and Tech. Conference/AHEAD	\$2,515	Approved	\$1,257		Student Equity
7/23/19	Matt Allen	Classified	Accessible Media, Web and Tech. Conference/AHEAD	\$2,515	Approved	\$1,257		Student Equity
8/6/19	Albert Jimenez	Manager	College Reading and Learning Association Annual Conference	\$2,709	Approved	\$2,709		Title V Grant
8/6/19	Daren Koch	Classified	College Reading and Learning Association Annual Conference	\$2,709	Approved	\$2,709		Title V Grant
8/6/19	Mitzi Sloniger	Faculty	College Reading and Learning Association Annual Conference	\$2,709	Approved	\$2,042		Title V Grant
9/5/19	Jessica Dobson	Faculty	BASECAMP: A Trauma and Resiliency Prison Educators Retreat	\$650	Approved	\$800		Student Equity
9/5/19	Lisa Nelson	Faculty	BASECAMP: A Trauma and Resiliency Prison Educators Retreat	\$650	Approved	\$986		Student Equity
9/5/19	Janet Hill	Faculty	BASECAMP: A Trauma and Resiliency Prison Educators Retreat	\$650	Approved	\$800		Student Equity
9/17/19	Jessican Cobb	Manager	BASECAMP: A Trauma and Resiliency Prison Educators Retreat	\$650	Approved	\$800		Student Equity
9/20/19	Harmonne Kim	PT Faculty	BASECAMP: A Trauma and Resiliency Prison Educators Retreat	\$650	Approved	\$800		Student Equity
9/17/19	Sarah Burnett	Faculty	ASCN/EMBO 2019 Conference-International Forum for Cell Biology	\$,1500	Pending			Student Equity
9/27/19	Ruth Jones	Staff	The Outdoor Classroom Project, 3 Specialist Trainings	\$700	Approved	\$694.76		General Fund
9/27/19	Kimberly Thoma	Staff	NextUp Learning Community/John Burton Advocates for Youth	\$417.50	Pending			
			NextUp Learning Community/John Burton Advocates for Youth	\$417.50	Pending			
			<b>Totals</b>	<b>\$17,292</b>		<b>\$14,055</b>		