

**San Diego Mesa College  
Campus Employee Learning Committee  
Meeting Notes**

February 22, 2018  
3:00 pm – 4:30 pm, LOFT

<b>ATTENDEES</b>	Janue Johnson	
	Eva Parrill	
	Todd Williamson	
	Krista Stellmacher	
	Charlotta Robertson	
	Erika Higginbotham	
	Tasha Frankie	
	Kelly Spoon	
	Jennifer Carmichael	
	Maggie Haddadd	
	Monica Romero (guest)	

**Agenda Item A:**      **Call to Order:** By Janue at 3:00 pm in the LOFT

<b>DISCUSSION</b>	<b>Approval of November 16, 2018 Minutes</b> <ul style="list-style-type: none"> <li>The Minutes were approved by consensus as is.</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
<ul style="list-style-type: none"> <li>Post approved minutes to the CEL website.</li> </ul>	<ul style="list-style-type: none"> <li>Todd Williamson</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item B:**      **Funding Request Form Discussion**

<b>DISCUSSION</b>	<b>Add Agenda Item Title</b> <ul style="list-style-type: none"> <li>Monica Romero gave some background</li> </ul>
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	<ul style="list-style-type: none"> <li>• There are funds available on campus for professional development/learning</li> <li>• The idea behind this form would be that the requests would be directed to the appropriate deciding body</li> <li>• This would also direct requests for conference and travel funding to the appropriate committee</li> <li>• These are for events that are not for students</li> <li>• The committee is deciding which funding the event would qualify for</li> <li>• Applicants would have to express how the funding is tied to different on-campus indicatives <ul style="list-style-type: none"> <li>○ How does this event integrate with one or more of current college efforts</li> <li>○ Reach out to people in charge of each initiatives to give a blurb</li> </ul> </li> <li>• Should we add questions- what audience is this event target toward (classified, faculty, adjunct, administrators, managers)</li> <li>• Should we add a box with department chair/dean email, they will receive a copy of the request</li> <li>• CTE will provide funding for professional learning for the campus</li> <li>• Will the committee be deciding how the initiatives spend their money? <ul style="list-style-type: none"> <li>○ The initiatives will provide guidance for spending the money</li> <li>○ Denise rogers developed a cheat-sheet</li> </ul> </li> <li>• We want people to focus on what will this activity do? Not on the funds- is it addressing the needs?</li> <li>• Should the requestor receives a rubric ahead of time?</li> <li>• BSSOT, Stem Conexiones, etc, will put money into a pot and give the parameters for what qualifies (one blurb to help applicant, and more detail to help the committee/governing body to decide)</li> <li>• We will need to work with business services for back-end budget codes</li> <li>• We will also work on- does the whole committee review these, do we need a sub-committee,</li> <li>• Reporting responsibility- what is the accountability, how are outcomes being assessed? This is another future conversation. What are each sources reporting requirements?</li> <li>• This is an integration effort</li> <li>• Will allow us to track what money is spent from what pot of money</li> </ul> <p>Action Items:</p> <p>Who would like to help design the rubric? Erika</p> <p>Who will help do the inquiry to all the initiatives?</p> <p>Who is reviewing the requests? The full committee or subgroup of the committee, representatives who “control” the money, plus representatives from cross-campus (classified, faculty, adjunct, administrators, different departments)</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• None	• N/A	• N/A
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### Agenda Item C: Professional Learning Subcommittees

<b>DISCUSSION</b>	<p>Professional Learning Subcommittees</p> <p>Faculty Professional Learning (Kelly)</p> <ul style="list-style-type: none"> <li>• Is the process for developing a resources network, build a directory of faculty expertise in a variety of different ways,</li> <li>• Do a short series during lunch time, “refresh Fridays,” great ideas for teaching students, faculty can share with other faculty in a more informal enviroment</li> </ul> <p>FLEX (Janue)</p> <ul style="list-style-type: none"> <li>• Is hoping that faculty professional learning committee will help review flex independent projects, right now Andy MacNeill, Janue and Ed Helscher are reviewing the projects, Waverly Ray is helping draft an email to share the process with the campus</li> </ul> <p>Conference and Travel (Andy/Eva)</p> <ul style="list-style-type: none"> <li>• The Conference and Travel committee has reviewed requests for funding for 35 employees, and still have a small amount of money to fund additional requests</li> <li>• The committee is also reviewing requests to attend NCORE, 24 people applied for funding, and there is funding for 6 people to attend</li> </ul> <p>Classified Professional Learning (Leanne)</p> <ul style="list-style-type: none"> <li>• Classified Professional Learning committee is working on planning Classi-Con, scheduled for June 5-7, 2018. This year the committee is planning to invite on-campus/ within-district experts to present the majority of the workshops, on topics like retirement, understanding the classified contract, navigating business services, planning events, financial literacy.</li> <li>• ALICE Training? How to schedule, can we offer a morning session and afternoon, and can we encourage managers/supervisors to release classified?</li> <li>• Can Foundation present during the Business services section of classi-con? <ul style="list-style-type: none"> <li>○ Foundation 101: Mini grants, request for reimbursements, scholarships (~20 minutes)</li> </ul> </li> </ul> <p>PALA/ Dean’s Academy (Charlotta/Andy)</p> <ul style="list-style-type: none"> <li>• Are on session 6 out of 10 right now, a lot of people are attending.</li> <li>• HR things, budgeting process, event planning process,</li> <li>• Next session is March 16</li> <li>• Receiving positive feedback</li> <li>• Next session is about DSPS and Understanding the Supervisors Role in Disciplinary Action</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item D: Round table**

<b>DISCUSSION</b>	No round table updates Janue will follow up via email regarding Funding request form
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item L: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Meeting was adjourned by Janue at 4:00 PM</li> </ul>
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**Next Meeting: March 22, 2018; 3:00 pm – 4:30 pm, LOFT**

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT

Approved on: \_\_\_\_\_