

# SAN DIEGO MESA COLLEGE

## San Diego Mesa College Conference & Travel Committee Meeting Notes

November 16, 2016  
1:00 pm – 2:00 pm; LOFT

ATTENDEES	Andy MacNeill *	
	Ed Helscher *	
	Karen Geida *	
	Mary Toste *	
	Skyler Dennon *	
	Georgia Laris *	
	Gabriel Adona (not in attendance)	
	Eva Parrill *	

**Agenda Item 1:**      **Call to Order:** at 1:00 in the LOFT

DISCUSSION	<ul style="list-style-type: none"><li>Attendees greeted each other &amp; introduced themselves</li></ul>
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**Agenda Item 2:**      **Review Minutes from previous meeting**

DISCUSSION	Minutes were approved
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**Agenda Item 3:**      **Draft "Goals" as a group**

DISCUSSION	<ol style="list-style-type: none"><li><b>Why?</b> "Governance Group Form" from President's Office asks all committees to report their purpose and their goals.</li><li><b>Our purpose (as discussed in previous meeting):</b> "The conference and travel committee's primary function is reviewing and awarding funds for conference and travel requests from classified professionals, faculty, and administrators."</li></ol>
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	<p><b>3. Goals discussion:</b></p> <ul style="list-style-type: none"> <li>a. Seek additional funding <ul style="list-style-type: none"> <li>i. Through CED and program review</li> <li>ii. Report on demand and how funds are allocated</li> <li>iii. Requests consistently exceed allocation</li> </ul> </li> <li>b. Research how out-of-pocket expenses for employees seeking funding for conference (back burner until more information is known/clarity on #3) <ul style="list-style-type: none"> <li>i. Research how other colleges do it, how other departments do it?</li> <li>ii. What happens to departmental “leftover money”</li> <li>iii. Campus research <ul style="list-style-type: none"> <li>1. How many employees travel &amp; how much does the travel cost?</li> <li>2. Are we meeting the need on campus? <ul style="list-style-type: none"> <li>a. Longitudinal study of funding usage</li> <li>b. Funding usage vs. funding allocation</li> </ul> </li> <li>3. Goal: Encourage and make accessible funds for conference travel</li> <li>4. Advocacy for folks who want to attend conference</li> <li>5. Identify and rectify obstacles that inhibit conference participation</li> </ul> </li> </ul> </li> <li>c. Keeping in mind the LOFTy goal of centralizing requests for professional development funding from different sources with different requirements/stipulations <ul style="list-style-type: none"> <li>1. This is still in development</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Review &amp; finalize “goals” language</li> </ul>	<ul style="list-style-type: none"> <li>All</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting</li> </ul>

**Agenda Item 4: Briefly review “Report on Conference & Travel” Online Form**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>a. “evaluation of conference” including how the content of the conference is related to the work that you do at SDCCD <ul style="list-style-type: none"> <li>a. Did the conference meet the goals stated on your application (checkbox)</li> <li>b. Do you recommend this conference to your colleagues (check box) <ul style="list-style-type: none"> <li>i. Please explain your answers</li> </ul> </li> </ul> </li> <li>b. “describe how this conference content contributed to your professional learning and / or improvement of instruction in the classroom.”</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• Make edits to online form	• Eva	• Before next meeting
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#### Agenda Item 5: Briefly review “Request for Staff Travel Funds” Online Form

<b>DISCUSSION</b>	Committee approved this form- it is ready to go!
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• Publish form online somewhere?	• ?	• Soon?

#### Agenda Item 6: Awards to date

<b>DISCUSSION</b>	<b>Committee reviewed google spreadsheet with applications &amp; awards to date</b> <ul style="list-style-type: none"> <li>• Committee briefly talked about whether there can there be personal development mixed in with professional learning at a conference? Do we fund requests that are heavy on the personal development</li> <li>•</li> </ul>
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#### Agenda Item 7: funding requests #16 &17

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Committee members asked for clarification on Waverly’s- is she presenting at this conference? What is her presentation? <ul style="list-style-type: none"> <li>○ Eva will contact for further information</li> </ul> </li> <li>• Georgia’s request was approved</li> </ul>
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<b>ACTION ITEMS</b>	<b>PERSON RESPONSIBLE</b>	<b>DEADLINE</b>
• Contact Waverly regarding her role at the conference	• Eva	• Nov 18

#### Agenda Item 8: Adjournment

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Meeting was adjourned at 2:00 pm</li> </ul>
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**Next Meeting: Thursday, December 15, 2016; 1:00 pm -2:00 pm in the LOFT**

Submitted by: Eva Parrill

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