**Laney College Professional Development Newsletter**

Greetings!

This is our first newsletter of the year and we want to let you know about last year’s activities and funding as well as this year’s new developments.

**2013- 2014 Committee Report**

Members of the 2013-14 Professional Development Committee were Sonja Franeta, Chair, Mildred Lewis, Kathleen Pappert, Denise Richardson, Agustin Rodriguez, Phoumy Sayavong, Chungwai Chum, and Chris Weidenbach. Kathy Tran was Committee Treasurer.

The Laney College Professional Development Committee budget for the academic school year 2013-2014, including release time (.2 in Fall 2013 and .4 in Spring 2014) allotted to PD Chair, Sonja Franeta, was $42000.00.

The committee decided that the maximum travel money awarded for Professional Development activities would be $1000.00 per instructor.

$11,913,82 was awarded to 19 Laney College instructors. Three sabbaticals were awarded for this year: Mark Rauzon (Geography) in Fall 2014, Anna Beavers (Business) in Spring 2015 and Barbara Yasue in Spring 2015.

The balance of PD funds remaining at the end of the 2013-2014 was $30,083.17.

**2014-2015 PD Committee and Announcements**

The new chairs for this coming year are co-chairs Sonja Franeta and Kathleen Pappert. The makeup of the committee remains the same but there is an open position for a classified member. The remainder of the funds from 2013-2114 will carry over to the budget of the new academic year, 2014-2015, which will bring the total funds available to approximately $70,000, after release time to co-chairs, Sonja Franeta and Kathleen Pappert, and an honorarium to committee treasurer, Kathy Tran, are paid out.

**Funding Increase**

The committee voted unanimously to increase the amount of professional development travel money available to instructors to $1,000.00 per instructor annually. Please take advantage of this opportunity for professional growth.

**Application Procedures**

Although we are hoping that $1,000 awards will revive interest in applying for funds, we are afraid that the process for applying is cumbersome, and that it deters many from applying. Unfortunately, there is nothing the committee can do about the application process, since it is determined by the district. **It is important to get your forms in as early as possible to ensure approval by the Chancellor and by the Board (in case of out of state events). Remember that applicants are reimbursed. Unfortunately advances are not available.**

Both travel forms are available on the Laney College Professional Development website-http://www.laney.edu/wp/professionaldevelopment/ also accessible through the Quick Link on the Laney College website (right side: Professional Development). Travel forms must be filled out correctly to avoid being sent back to the applicant and missing the deadline for Board approval. Committee members are available to help with completing the forms correctly.

The most important thing to keep in mind is that all requests for in-state travel must go through the committee at **least one month before the event, and three months before for out-of-state events**. Upon returning from the event, the applicant must present all receipts in order to ensure he/she will receive full amount requested.

We hope to award many professional development requests this year, so we look forward to hearing from you. Your professional development is very important to your work with our students. Examples of awards are conferences, classes, workshops, projects, and other appropriate staff development needs connected with work at Laney.

If you have questions about the travel forms please write to Sonja Franeta [sfraneta@peralta.edu](mailto:sfraneta@peralta.edu) or Kathleen Pappert [kpappert@peralta.edu](mailto:kpappert@peralta.edu) or speak to Kathy Tran in the Business office on the second floor of the Tower. You can leave forms in the Professional Development mailbox or email them.

**Sabbaticals and Flex Days:** This semester we will be making a call for sabbatical applications once again. We will also be planning the January 2015 staff development days.

**Meeting Times**

The Laney College Professional Development Committee meets twice a month 2nd and 4th Wednesdays 4pm to 5pm:   Sept. 23, Oct. 8, 22, Nov. 12, Dec. 10 in T450. Everyone is invited to attend and to discuss suggestions for professional development.

Responsibilities of the Professional Development Committee

1. Sabbatical Leaves: The committee shall oversee the sabbatical leave process (see  Article 26)

2. Retraining Leaves: The committee shall oversee the retraining leave process

3. Flex (Professional Day) Activities:  The committee shall plan, develop, coordinate, review, and evaluate all of the Professional Development activities that take place at the College.

4. Issue twice yearly report to the College Community and the District Officer of Staff Development.

5. Establish priorities and procedures and make advisory recommendations for faculty in each of the following areas:

Use of professional development funds for faculty

Collaborative/Special projects

Institutional subscriptions and memberships

Individual travel and conferences

Tuition reimbursement