Our current water fountain is antiquated and a modernized one, with filling and filtering capabilities, would be more sanitary for our students and staff.

- Cell Phone Charging Station (free-standing, multiple device): $500

Many students rely on phones to access their courses and emails. Having a free standing cell phone changing station in the central library would support the college's Basic Needs efforts in ensuring students are able to charge their educational devices.

- General supplies: $500

For the past 20+ years, the libraries general supplies budget has remained stagnant, despite inflation. The supplies and materials we rely on (book processing and repair, etc.) have all had price increases. Also, there are more items being processed.

EK

- General supplies: $100

As our Tehachapi LRC gets up and running with a designated FT librarian, office and library-specific supplies are needed to support these efforts.

ESCC

- General supplies: $100

$50 for Bishop; $50 for Mammoth

Information Technology

- Canva Pro License: $120/year

Staff rely on Canva for outreach and social media; Faculty rely on Canva for instructional design. Canva Pro will increase quality and efficiency in using this powerful design tool.

- Online Public Access Catalog (OPAC):

There is currently no way for a patron to come in the library and browse the catalog without first having to login to a computer. This drastically reduces accessibility to the library collections.

Marketing

- Library Newsletter: $2500

Printing & postage to mail library newsletters to identified gap populations of students to increase engagement and retention.

Based on equity gap data presented earlier in this AUP, targeted marketing to First Gen students has been identified as a need for the library. We piloted the print newsletter idea in previous years, which resulted in an increase in ISEP students using and connecting with the library and we'd like to expand the success of the Library Newsletter to our (non-ISEP) First Gen students identified by the college as a whole (recently in the SEAC committee]) as a population needing extra support.

Professional Development

1. Accessibility Training & Professional Development in support of the district-wide accessibility initiative.

2. ALA Conference Attendance for 2 full-time classified staff: San Diego June 27 – July 2, 2024 (6 days) .

- Registration - $600 per person (estimated early registration for non-ALA members)
- Lodging – $2,025 ($405 x 5) per person
- Per diem – $335 ($67 x 5) per person
- Mileage – $315.71 (65.5 cents x 241 miles x 2)

- Parking – $120 (~$20 x 6)
- **$3,395.71 for 1 person, $6,355.71 for 2 people**

Classified have had to take on additional workload and projects with Ex Libris, website redesign, tech support for new library programming, digital reserves, 50th anniversary historical archive, etc., all of which requires them to be exposed to more current library environments and connect with other classified library staff to engage in idea-sharing to support our various programs and outreach.

Classified have historically missed out on conference travel, diminishing their worth and contributions to the college. ALA is being held in San Diego next year, so it's much more cost-efficient. Library classified staff should be honored for the hard work they've done taking on extra projects.

3. Librarian conference travel to ALA: **$3500**

- Requests for librarian PD conference attendance were placed on hold during COVID. With travel restrictions lifted, and with multiple categorical and grant funding options available, we'd like to get back into the practice of sending 1 librarian per year (on a rotation) to a conference in order to maintain professional currency. Sending our new FT librarian to the ALA conference with the classified staff would be a fantastic team-building opportunity for the department.

Other Needs

- Databases: $57,750

In order to align database subscriptions to a single FY order, half of the FY 23 databases were purchased using FY funds, causing fluctuations between the FY21 to FY23 expenditures. As of FY24, this expenditure will level out to a single annual purchase in July and increase at approximately 5% per year.

- Books: $25,000

Budget expansion to support ongoing ZTC efforts--digitizing our text reserve collections, etc. (See Initiative #1).

- Site travel to ESCC: $2000

In the absence of a designated site librarian, and in accordance with identified program review goals, regular travel to ESCC is needed to inventory/maintain collections and oversee/coordinate LRC operations.

- CCL Membership: $150
- OCLC ILL Renewals: $700
- Choice Subscription: $200

Staffing Requests

1000 Category - Certificated Positions

Adjunct Librarians

Location:

CC Online, ESCC Bishop, ESCC Mammoth Lakes

Justification:

- **BESCC: $8640 (4.5 hours per week x 32 weeks)**
- **MESCC: $8640 (4.5 hours per week x 32 weeks)**

o An accessible on/off switch to the compressed air and vacuum lines at the IWV chemistry lab (330 MB). Currently, the compressor/pump runs on an automated schedule that turns on during class instruction and produces an audible hum and vibration in the northeast corner of the main building. (cost not provided)

o Accessible on/off switch for natural gas lines at Lab room 212 in Mammoth (cost not provided)

Information Technology

Library

o Canva Pro License for outreach, social media, and instructional design. ($120/year)

o Online Public Access Catalog (OPAC) to increase accessibility to library collections (cost not provided)

Visual and Performing Arts

o Media carts for the 2D and ceramics labs (cost not provided)

Science and Engineering

o Replace or service projector in 330 MB, as it is very dim; remote control also no longer operational (cost not provided)

Marketing

Letters and Sciences seeks enhanced visibility and exposure for its transfer programs at all locations. Departments identifying the need for this outreach in their plans include Kinesiology, Honors, English, and Visual and Performing Arts.

English and Foreign Languages

o English AA-T marketing pamphlet ($400)

Library

o Library newsletter to increase engagement and retention based on equity gap data, particularly to first gen students ($2500)

Visual and Performing Arts

o Assistance from PIO in promoting gallery exhibitions

Professional Development

Letters and Sciences needs professional development in all teaching and learning initiatives being undertaken by the college, such as basic skills, student equity, student success, emergency preparedness, and Title IX compliance.

English and Foreign Languages

o Biennial department training sessions on grading standards, course alignment with CORs, and other discipline-related training ($5200; requested only for alternating years that end in an odd number)

Mathematics

o Send one full-time faculty member to attend an online math conference or teaching development (cost not provided)

Library

o Accessibility training in support of district-wide accessibility initiative (cost not provided)

o ALA conference attendance (6 days) for 2 full-time classified staff ($3395.71 for 1 person, $6355.71 for 2 people)

o Librarian conference travel to ALA ($3500)

o Conference attendance for Honors program coordinator and counselor, and/or Phi Theta Kappa faculty advisors (cost not provided)

Kinesiology

o 3-5 professional development opportunities per year (cost not provided)

Social Sciences

o Attend academic and professional conferences to maintain fluency in current research to contribute to teaching ($3000)

Other Needs

Learning Assistance Center

o Adjunct faculty member to serve as embedded tutor in the CHDV program (cost not provided)

Library

o General supplies at IWV ($500)

o General supplies at Tehachapi ($100)

o General supplies at ESCC ($100, split evenly between Bishop and Mammoth)

o Databases: subscriptions now aligned with a single FY to a single annual purchase in July and increase at ~5% annually ($57,750)

o Books ($25,000)

o Site travel to ESCC to maintain collections and coordinate LRC operations ($2000)

o CCL membership ($150)

o OCLC ILL renewals ($700)

o Choice subscription ($200)

Science and Engineering

The requests below are all one-time in nature except for lab gloves, which must be purchased annually.

o 4 pH meters ($2068.20)

o 2 spectrophotometers ($4348.78)

o 4 melting point apparatuses ($6,376.04)

o NMR spectrometer ($45,700)

o 10 monocular microscopes + 10 binocular microscopes ($20,790)

o PCR thermal cycler ($4,524)

o 2 autoclaves for Bishop and Mammoth for microbiology labs ($21,448)

o 3 infrared sterilizers ($575)

o Laboratory grade refrigerator for Bishop ($4,300)

2. IWV: secure storage for Swivl and iPads at the CDC when not in use (CTE)
3. Bishop and Mammoth: Convert iTV rooms to Zoom rooms (ESCC).
4. IWV: replace for service faulty/low functioning projector in 330MB (LAS)

Supported only on alternative funding

1. IWV: in-class computers for vocational nursing, medical assisting, and EMTC (ALLH)
2. TEH: 35 laptops in a laptop cart for law enforcement classes (PUBS)
3. IWV: Media cart for the 2-D lab in art (VPA/LAS)

Not supported at this time (see notes)

1. IWV: media cart in the ceramics lab (LAS). Similar to last year, IT has reservations about the durability of a computer components in the ceramics lab. Until this gets worked out, the request remains unsupported.

Marketing

Items are listed in priority order.

Supported regardless of funding

1. TEH: general marketing (EK)
2. TEH: Tehachapi Mountain Festival sponsorship (EK)
3. Bishop and Mammoth: continued general marketing and sponsorship (ESCC)
4. College-Wide: All marketing captured in the LAS unit plans (LAS)
5. College-Wide and ESCC: All marketing captured in the CTE unit plans … though almost all of this can be paid out of SWP or VTEA (CTE, ESCC)

Supported only on alternative funding

1. Early College: marketing

Professional Development

Items are listed in priority order.

Supported regardless of funding

1. $2,1000 for summer faculty online training. (DE)
2. For 22-23, in this category of "regardless of funding" the Instruction division supports college-wide professional development opportunities that are at scale and provide PD to substantial numbers of employees, such as flex day and online faculty training.
3. Ongoing attendance of the IR director and research analyst for the purposes of training and currency. (OIR)
4. Attendance of two classified staff and one librarian to the ALA conference in San Diego, June 27-July 2, 2024. (LAS)
5. Attendance of the Early College Director at an in-state dual enrollment conference opportunity: $1,500. (EC)
6. Attendance of the site director at Strengthening Student Success or similar conference. (ESCC)
7. Attendance of the honors program coordinator, counselor, and students at annual honors conference. (LAS)

Supported only on alternative funding

1. All other professional development captured in the various unit and section plans will be looked for to be paid out of alternative funds. Possible sources include equity, SWP, VTEA, Guided Pathway, Ethnic Studies, ZTC, etc.
2. I *think* the English AUP is saying they don't need money in 24-25—they are requesting it "biennially," and they had a norming session in 23-24. So the request for funds would be for 25-26 if I am reading that right. (LAS)
3. Attendance of the Early College Director at out-of-state dual enrollment conference opportunities. (EC)
4. Attendance of Distance Education Director at Online Teaching Conference in Long Beach, CA. (DE)
5. Attendance of 1 manager and 1 classified staff at professional development conferences as appropriate (not necessarily the same one). (TEH)
6. Attendance of 1 manager and 1 classified staff an out-of-state professional development conference. (ISEP)
7. Attendance of 1 faculty member at online math conference for the purposes of teaching development (LAS)

8. Attendance of faculty members at professional conferences to maintain fluency in current research to contribute to teaching. (LAS)

Other Needs

Staffing Requests Not Already Listed In Prior Plans

1000 Category - Certificated Positions

Multiple

Location:

No Location Specified

Justification:

Full-time faculty positions are supported in the following ranking:

1. Social Work/Human Services and Addiction Studies Faculty Position – IWV
2. Nursing – IWV
3. Information Technology/Cyber Security - IWV
4. Child Development (bilingual) – IWV
5. Law Enforcement Academy – TEH
6. Computer Applications Specialist – IWV

2000 Category - Classified Staff

Multiple

Location:

No Location Specified

Salary Grade:

Number of Months:

Number of Hours per Week:

Salary Amount:

Justification:

The following positions are supported assuming funding exists:

1. Program Coordinator – Allied Health (this position has already been approved for hire on grant funding and is contingent on funding)
2. Administrative Secretary – Allied Health (this position is supported by grant funds that are being received in 23-24 and good for up to two years)
3. Laboratory Tech I – Allied Health (this position is supported by grant funds that are being received in 23-24 and good for up to two years)
4. Department Assistant III, Early College
5. Program Manager, Career Center

Minutes Approved

Professional Development Committee
Date: Tuesday, March 14th, 2023
Time: 3:00
Location: Zoom

Attendance: Debilyn Kinzler, Rebecca Pang, Frank Timpone, Andrew Burch, Rene Mora, Corey Marvin, Kelly Potten

1. Call to Order- *meeting called to order at 3:01 PM*

2. Changes/Additions to the Agenda- *no changes or additions*

3. Approval of Minutes and Action Items- *February 14th minutes approved, Corey still has it on his to do list to meet with Abe Ali*

4. AY 2023-24 Professional Development RRA- Initial Discussion and Planning- *Andrew shared last year's RRA document and he and Corey gave an overview of how it is developed. The themes of Equity, Guided Pathways pillar IV and workplace well-being were the highlighted topics last year. A new theme for the RRA was discussed, the use of AI and websites such as ChatGPT. The removal of accessibility from the RRA and Flex was discussed. Rebecca mentioned that Z-degree has an accessibility component tied in. Andrew mentioned that the use of OERs goes hand in hand with accessibility. The discussion then moved to the theme of mental health and well-being and the potential for a flex or lunch and learn on the student app Timely Care. The RRA will focus on the themes of equity and cultural responsiveness, mental health sensitivity, and the change in online teaching to AI language models.*

5. 2023 PD Survey- Next Steps and Dissemination of Survey- *Andrew shared the he and the IR department have made all the necessary tweaks to the PD survey and that he would like to see it moved forward for approval and disseminated this month. Corey will bring the survey to the President's cabinet for review.*

Minutes Approved

6. **2023 Fall Flex Planning- Update and Budget-** *Andrew has been working on Fall Flex and shared the planned schedule. The schedule includes and IR presentation with Jaclyn Kessler, Admin hour with several department administrators, and a Cal STRS retirement and budgeting sessions. There will be a retirement session for all faculty as well as a breakout session specifically geared toward adjunct faculty. Andrew proposed a presentation on the Peralta Equity Rubric by Karen Oeh with experts, a potential cost of $400. Andrew also proposed the return of keynote speaker Sharla Barry to speak on asynchronous and synchronous course tips. Sharla's fee is around $7000-9000 and Andrew discussed the potential of looking outward for funding this cost. The total proposed budget for Fall Flex would be around $ 1300.*

7. **Review of Action Items-** *Corey to take the survey to the next President's Cabinet meeting. Corey and Andrew to draft the RRA. Andrew to research Timely Care services for flex presentation.*

8. **Future Agenda Items**

9. **Future Meeting Dates**

   - 3:00pm – 4:30pm Tuesday, April 11th
   - 3:00pm – 4:30pm Tuesday, May 9th

10. **Adjournment: Meeting adjourned at 4:15 PM.**

Meeting Co- Chairs: Corey Marvin & Andrew Burch
Recorder: Kelly Potten