



INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) AGENDA

Thursday, February 5, 2026

1:15PM – 2:15PM

LOCATION: LRC 250 Community Room

Meeting documents are also available in the [IPD SharePoint](#) (Employee log-in required)

IPD MEMBERS 2025 - 2026

Bern Baumgartner – Business, Accounting, Computer Science	Evangelina Rosales - Cosmetology
Amanda Best - Art	Tracy Sattler (PT) – ELL/ESL/GED
Nicole Clement, Nursing/Health Professions	Herman Singh – Social Sciences Senator (ECON, PSCI, SOC, ETHS)
Keisha Cosand - English	Natalie Stone - Mathematics & Engineering
Amy Douma (PSYC) – Part-time Faculty At-large	Leah Walden-Hurtgen - Liberal Arts & Culture (ANTH, GEOG, GLST, PHIL)
Doreen Fioretto – History & Education	Rachel Wegter - Communication Studies
Kate Green - IPD Chair, Physical Sciences	RC Wilkinson – World Languages & Sign Language/Interpreting
Amy Jennings - Psychology	VACANT - Auto Tech, Digital Arts, Drafting
Leilani Johnson - Kinesiology, Health, Athletics	VACANT – Criminal Justice
MaryLynne LaMantia - Biological Sciences	VACANT - Library
Tim Mueller – Performing Arts Senator (THEA, MUS, DANC)	
Jimmy Nguyen - Counseling & EOPS	Recorder - Patty Fonseca

I. ANNOUNCEMENTS

A. Congratulations to Kate Green, Professor of Chemistry, on being named GWC 2025-26 Teacher of the Year!

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – February 5, 2026

B. Minutes – [December 4, 2025](#)

III. CONTINUING BUSINESS

A. 20256-26 IPD Budget update

B. CIL Workgroup – Flex Day update

C. Academic Rank Workgroup – Bios and photos are needed for faculty approved as Professor for the IPD AR website. Update this form: [Professors – need updates](#)

IV. NEW BUSINESS

A. **Flex Day – IPD Chair approval authority**

IPD meeting on February 19 is cancelled due to Flex Day.

B. **Discipline/General Education Conferences, Workshops, Prof Meetings, and Classes.**

\$2,500 maximum annual funding allowance, which can be used to fund a single conference or multiple conferences per academic year – OR – an Alternative Methods project. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

1. **New District forms:** [\[CAR – IPD funding\]](#) [\[Reimbursement Form - IPD\]](#)

2. **Key updates include:**

- Identifying travel as “required” or “optional” for non-exempt (e.g. classified and confidential) employees.
- Times are now required on the CAR and Reimbursement Form (conference times, attendance times, and travel times). The conference agenda/program is required with the reimbursement claim.
- Do NOT use flight credits or airline gift cards when purchasing the flight. They are not reimbursable.
- Mileage: 2026 reimbursement is 72.5 cents per mile. TWO Google Maps are now required: 1. Normal commute (Home) to GWC, and 2. Normal commute (Home) to the conference. The reimbursement will be the difference, if there is one.

- Online/Virtual Conferences:
 - **With Cost or Travel** – A CAR is required if the online or virtual conference involves any cost or requires travel.
 - **With No Cost and No Travel** – A CAR is not required if there is no cost and no travel involved. However, supervisor approval is still required before participating in the conference or training.
- 3. [\[Travel Guidelines\]](#) – Review to confirm what qualifies for reimbursement
- 4. [\[FAQs – Accounting \(Travel Guidelines & Reimbursement\)\]](#)
- 5. [\[IPD Sample Reimbursement Form\]](#) – Encourage colleagues to review this form before completing the reimbursement claim form to help minimize errors and processing delays.
- 6. CCN Grant funds are available for CCI members to attend the ASCCC Curriculum Institute on July 15-18, 2026, in Sacramento. Submit the completed CAR to the IPD Office. [\[CAR-In person\]](#) [\[CAR-Virtual\]](#). CARs received by March 27 will qualify for advanced registration payment. Submitting the CAR early increases the likelihood of securing hotel accommodations at the discounted rate.
- 7. Reminder that CFE eligible faculty whose conference expenditures exceed the \$2,500 IPD funding on a single conference may contact Maria Pimentel, CFE, at maria@cfe1911.org to request up to \$300 in extra supplemental conference funds.
- 8. Review Applications:

IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	Diep Pham	Nursing	Discipline	\$2,500	48th Annual Education Conference – California Association for Nurse Practitioners CAR	March 12-15, 2026	San Diego, CA
2	Dylan Gorenberg	Music PT Faculty 7.9 LHE	Discipline	\$2,650 Includes \$150 presenter funds	Association for Popular Music Education – Feel the Pulse: Popular Music in Motion Conference CAR	June 4-6, 2026	Miami, FL
3	Matthew Shimazu	Chemistry	General Teaching	\$2,500	Spring 2026 Computer-Using Educators Conference CAR	March 19-21, 2026	Palm Springs, CA

C. [List of Spring 2026 Academic Senate for California Community Colleges \(ASCCC\) Conferences](#)

Please share with your academic areas. Reminder: Faculty who submit their CAR to the IPD Office at least 8 weeks prior to the conference will qualify for an advance payment of their registration. (CAR is also required to attend free webinars).

- A separate \$2,500 in IPD funding to attend ASCCC conferences is available that does not impact the faculty member’s regular annual discipline/general teaching conference fund.
- Faculty may attend multiple ASCCC conferences per year. Priority is given to Academic Senators, CCI, and IPD members, and approval is subject to available funds.

D. **FACULTY EXCELLENCE AWARD**

Nominations for FEA recognized by classified staff are currently open. Deadline: Tuesday, February 10, 2026.

E. **IPD ELECTIONS** – The following positions have terms that expire at the end of spring or are currently vacant. Members wishing to renew their term should respond to the Academic Senate’s upcoming call for nominations.

- Art | 2026-29
- Automotive Technology, Digital Arts, Drafting | 2024-27
- Computer Science | 2026-29
- Criminal Justice | 2025-28
- English | 2026-29
- ELL/ESL/GED | 2026-29
- History & Education | 2026-29
- Kinesiology, Health Ed, Athletics | 2026-29
- Library | 2024-27

V. **INFORMATION ITEMS**

A. **Greater Import Conference** – Faculty member applied for IPD funding. Funding was confirmed by the VPI Office using the CCN Grant.

	FUNDING	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	CCN Grant Funds	Nicole Diamond	Counselor	Greater Import	\$1,000	California Intersegmental Articulation Council-Fest: The Sequel CAR	May 6-8, 2026	Palm Springs, CA

B. **Salary Advancement Credits – Recommended Courses listed in the SAC Handbook**

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	COMPLETION DATE
1	Preapproved	Denise Bon	Counseling	1.33	24	CONF/WKP	Gale – Interpersonal Communications	11/15/25
2	Preapproved	Denise Bon	Counseling	1.33	24	CONF/WKP	Gale - Skills for Making Great Decisions	12/12/25
3	Preapproved	Denise Bon	Counseling	1.33	24	CONF/WKP	Gale – Teaching Students with ADHD	12/12/25

C. **WORKGROUP ASSIGNMENTS 2024-25** (New or returning members to select TWO assignments)

1. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.
Members: LaMantia (Chair), Best, Nguyen, Stone, Wegter, Miyadi, Mueller, Fioretto, Singh, and Baumgartner.
Task per the CCCD/CFE AFT CBA Article XXI, Section 21.3.h. Sabbatical Leave: Shall forward to the college president a list containing the names of those faculty members whose sabbatical leave applications have been reviewed indicating those approved for recommendation.
3. **ACADEMIC RANK/PROFESSOR EMERITUS** (Sept-Nov)
Members: Wegter (Chair), Baumgartner, Fioretto, Johnson, LaMantia, Nguyen, Singh, Walden-Hurtgen, and Wilkinson.
Task: Promote and assist their faculty with the application process. The work group shall forward to the IPD a list containing the names of those faculty members whose Academic Rank and Professional Emeritus applications have been reviewed and recommended for approval. Collect biographies and photos to highlight in the IPD Academic Rank webpage honoring faculty members promoted to full professor.
4. **FACULTY EXCELLENCE AWARDS**
Members: A. Jennings (FEA Liaison), Douma, Cosand, Green, Mueller, Rosales, Walden-Hurtgen, Johnson, Best, and Stone.

Task: FEA Liaison - will notify monthly recipients via email, coordinate the marquee and social media announcement with the Marketing staff. Work Group – is the selection committee for the monthly awards and participates in prize patrol. Monthly recipients and TOTY will be honored at the Academic Senate's Teacher Appreciation & Awards Luncheon in May.

5. MENTORING

Members: Singh (Chair), Fioretto, Jennings, Miyadi, Mueller, Rosales, and Wilkinson.

Tasks: Assist in the recruitment of mentors and provide support to faculty in the mentoring program.

Responsible for maintaining the [Mentoring Handbook](#) current.

6. CIL/PDAC

Members: Cosand, Jennings, Rosales, and Sattler

Task: Aligns with Goal #3 of the IPD's Strategic Plan goals to centralize professional development opportunities for all college personnel to have one resource. This would include opportunities for on and off campus. Collaborate with CIL Coordinator and the Professional Development Advisory Committee:

- To develop and promote PD opportunities to the faculty, including reporting Flex Day initiatives to the IPD.
- Review CIL and PDAC trainings to determine eligibility to earn SAC/AM and report initiatives to the IPD.

Collaborate with CIL and PDAC to streamline the respective websites to create a cohesive professional development system.

**VI. [2025-26 IPD Meeting schedule: Agendas and Minutes](#)
[IPD Application Deadlines](#)**