



## INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

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

### 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. Request to amend the agenda to remove Herman Singh and Nicole Clement from the IPD membership. **MOTION** by Rep. Best to approve the agenda as amended. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

B. Minutes – [December 4, 2025](#). **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Cosand. Hearing no objections, the motion passed.

### III. CONTINUING BUSINESS

A. 20256-26 IPD Budget update

Chair Green reviewed the IPD account balances and requested that the IPD members encourage their colleagues to apply for conferences, symposiums, and alternative methods funding.

B. CIL Workgroup – Flex Day update

Rep. Cosand shared that there are no significant updates from the CIL Workgroup at this time. Chair Green added that faculty are welcome to connect with her during Flex Day if they have any IPD-related questions.

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](#)

Rep. Wegter will follow up with faculty approved for a promotion to Professor to let them know they will be featured on the IPD website in recognition of their advancement in academic rank. She will also request their approval to use their biography from the college catalog and their headshot. Faculty who would like an updated headshot may visit the photographer in the LRC Annex during Flex Day to have one taken.

### IV. NEW BUSINESS

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

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

Due to the cancellation of the IPD’s February 19 meeting due to Flex Day, **MOTION** by Rep. LaMantia to grant Chair Green authority to approve time-sensitive applications that cannot wait until the March 5 meeting.

Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.

**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@cfel911.org](mailto:maria@cfel911.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	Approved M-Best S-LaMantia	<b>Diep Pham</b>	Nursing	Discipline	\$2,500	<a href="#">48<sup>th</sup> Annual Education Conference – California Association for Nurse Practitioners</a>  <a href="#">CAR</a>	March 12-15, 2026	San Diego, CA
2	Approved M-LaMantia S-Best	<b>Dylan Gorenberg</b>	Music  PT Faculty 7.9 LHE	Discipline	\$2,650  Includes \$150 presenter funds	<a href="#">Association for Popular Music Education – Feel the Pulse: Popular Music in Motion Conference</a>  <a href="#">CAR</a>	June 4-6, 2026	Miami, FL
3	Approved M-LaMantia S-Best	<b>Matthew Shimazu</b>	Chemistry	General Teaching	\$2,500	<a href="#">Spring 2026 Computer-Using Educators Conference</a>  <a href="#">CAR</a>	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.

Chair Green encouraged IPD members whose terms are expiring at the end of the semester to consider renewing for another three-year term and to submit their nominations.

- Art | 2026-29
- Automotive Technology, Digital Arts, Drafting | 2024-27
- ~~Computer Science | 2026-29~~ *The position was combined with Business/Accounting*
- 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	<a href="#">California Intersegmental Articulation Council-Fest: The Sequel</a>  <a href="#">CAR</a>	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](#)**