INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, September 3, 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	Natalie Stone - Mathematics & Engineering
Amanda Best - Art	Brian Thill - English
Nicole Clement - Nursing/Health Professions	~~Leah Walden-Hurtgen~~ - Liberal Arts & Culture (ANTH, GEOG, GLST, PHIL)
Amy Douma (PT) - Psychology	Rachel Wegter - Communication Studies
Doreen Fioretto – History & Education	RC Wilkinson – World Languages & Sign Language/Interpreting
Kate Green - IPD Chair, Physical Sciences	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)	VACANT - Part-time Faculty At-large
Jimmy Nguyen - Counseling & EOPS	VACANT - Social Sciences (ECON, PSCI, SOC, ETHS)
Evangelina Rosales - Cosmetology	Recorder - Patty Fonseca
Tracy Sattler (PT) – ELL/ESL/GED	

I. ANNOUNCEMENTS

A. IPD group photo will be taken at the next meeting. Chair Green suggested the committee wear their 60th anniversary shirts.

B. Chair Green informed the committee that the meeting was being audio recorded for assistance with transcribing the minutes.

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – September 3, 2026. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Best. Hearing no objections, the motion passed.

B. Minutes – May 21, 2026. **MOTION** by Rep. LaMantia to approve the minutes as presented. Seconded by Rep. Best. Hearing no objections, the motion passed.

III. NEW BUSINESS

A. **2026-27 IPD Budget**

Chair Green informed the allocations have not been received from District, therefore, the budget update would be postponed until the next meeting.

B. **2026-27 Faculty Governance & Leadership Series**

Chair Green reviewed the following with the committee:

1. **Alternative Methods - Funding**: Faculty who successfully complete the series will receive a **$1,000 IPD Special Project Stipend**. Attendance and completion of all nine training sessions are mandatory requirements for eligibility for the stipend. The stipend will be processed through payroll and paid at the conclusion of the Spring 2027 semester. The series was initially limited to 10 total full-time faculty but was increased to 15 due to demand.

2. **Conference Funding Exception:** Because the series utilizes only a portion of the annual AM funding ($1,000), the IPD has approved a special exception for participants. Faculty who complete all nine meetings of the series will be eligible to use their remaining IPD funding balance (up to $2,000) toward eligible conference attendance during the 2026–27 academic year, provided all IPD funding requirements, eligibility criteria, and deadlines are met.

3. **AM Funding Exception – Discussion item:** In general, for 2026–27, faculty may earn up to 27 hours of AM funding. Since participation in the leadership series is equivalent to approximately 9 hours of AM funding, will the IPD allow participants to apply for additional AM funding, up to the 27-hour maximum? Faculty who choose to pursue additional AM funding would not be eligible to apply for discipline/general teaching conference funding during the same academic year.

   MOTION by Rep. LaMantia to approve allowing Leadership Series participants to apply for additional Alternative Methods (AM) funding, up to the 27-hour maximum for 2026–27, with the understanding that faculty who pursue additional AM funding will not be eligible to apply for discipline/general teaching conference funding during the same academic year. Seconded by Rep. Rosales. Hearing no objections, the motion passed.

4. **Review Applications**

   a) **Alternative Methods – $1,000 special project stipend | Completion date: Spring 2027 (Application deadline: 8/28/26)**

	IPD DECISION	FACULTY	DISCIPLINE	APPLICATION	COLUMN PLACEMENT
1	Approved M-LaMantia S-Baumgartner	Herman Singh	Economics	Application	Column 5 in September
2		Aleksandra Uchlik	Accounting	Application	Column 5
3		Tasha Chambliss	Cosmetology	Application	Column 5
4		Chad Ponciano	Counseling	Application	Column 5
5		Matthew Carlson	Chemistry	Application	Column 5
6		Bern Baumgartner	Business	Application	Column 5
7		Mark Thomason	Physical Science	Application	Column 5
8		Kyle Smith	Psychology	Application	Column 5
9		Damien Jordan	Counseling	Application	Column 5
10		Pete Bouzar	Mathematics	Application	Column 5
11		Phuong Nguyen	Nursing	Application	Column 5 in September

   b) **Information Item: Alternative Methods – Leadership Training Coordinator**

	IPD DECISION	FACULTY	DISCIPLINE	HOURS	AM TYPE	PROJECT	COMPLETION DATE
1	IPD Chair - summer approved IPD Committee agreed with approval	Annamaria Crescimanno	Biology & Senate VP	27 (Fall & Spring hours)	New Assignment	Creation and implementation of the Academic Senate Faculty Governance & Leadership Training Sessions Application	Spring 2027

5. **Salary Advancement Credit – Review Applications.**
Faculty on columns I-IV are eligible to apply for 0.72 of SAC. Attendance and completion of all nine leadership sessions are a mandatory requirement for eligibility for SAC.

	IPD DECISION	FACULTY	DISCIPLINE	APPLICATION	COLUMN PLACEMENT
1	Approved M-LaMantia S-Wegter	Teresa Roston	Cosmetology	Application	Q2-I-9
2		Krissy Barone	Physical Education	Application	AA-IV-14

6. **Information Item – Part-time Faculty** will receive a $620 special project stipend using Office of Instruction funds. Attendance and completion of all nine training sessions are mandatory requirements for eligibility for the stipend. This stipend will be processed through payroll and will be paid at the end of Spring 2027. The series is limited to 5 total part-time faculty but may be increased based on demand and the availability of Office of Instruction funding.

Update: Chair Green reported that Office of Instruction funding is available to support stipends for up to 7 part-time faculty members.

	FACULTY	DISCIPLINE
1	Andrew Dunnigan	Biology

2	Milinda Thompson	Biology
3	Michelle Veyette	English
4	Faviola Limas Gonzalez	Psychology
5	Kirsten Berg	Geography
~~**WAITLIST:**~~		
6	Mark Meskal	English
7	Alex Letourneau	Chemistry
Revised waitlist:		
8	Jessica Barragan	Psychology
9	Khoi Vo	Mathematics
10	Stephanie Ferraro	Business
11	Holly Haynes-Nicholls	History
12	Joseph Dizon	Mathematics

C. **Conference/Travel**

Chair Green reviewed the following updates with the committee and encouraged IPD members to support their discipline colleagues in minimizing errors on CAR applications and reimbursement claims.

1. **Reminder – Travel Dates:** The travel dates listed on the CAR must accurately reflect the actual dates of travel. Failure to provide the correct travel dates may result in expenses being denied or may delay the reimbursement process while a CAR revision is processed. Review your conference agenda to confirm start/end dates and times, which will determine the eligible travel period.

   Examples:
   - **Arrival date:** Conference begins at 8 am in San Diego: arrival the day before is permitted if travel is greater than 50 miles.
   - **Return date:** Conference ends at 2 pm: the return date should be the same day. An additional night may be permitted only when there is a reasonable business purpose for the extended stay, and it has been preapproved.
   - **Personal Travel:** Employees who elect to arrive before or remain beyond the standard business travel dates for personal reasons must include those personal travel dates on the CAR. The comments section must clearly identify the additional dates as personal travel. Personal expenses will not be reimbursed.
   - **Questions Regarding Travel Expenses:** If you have questions about your travel plans or the eligibility of specific expenses for reimbursement, please contact GWC Business Services in advance of your travel to discuss your circumstances and obtain clarification regarding allowable expenses. To help facilitate the reimbursement process and minimize potential issues or delays, include a copy of any relevant correspondence with your reimbursement claim packet.

2. **CCCD Travel Guidelines** – share this link with your department to review allowable expenses and reimbursement procedures.

"Section II - Conference Authorization Request

d. Arrival and Departure: *Attendees are expected to arrive as close to the conference start day and time as possible and depart on the first available transportation option after the final session concludes, except for reasonable business purposes."*

The business rationale for any exception must be documented in the comments section of the CAR and the Reimbursement Claim Form.

If an attendee arrives earlier or departs later for reasons unrelated to business, any additional costs beyond the originally approved lodging, meals, and transportation to and from the conference will be treated as personal expenses and will not be reimbursed."

Section II Allowable Expenses

H. Lodging, f: *"For domestic travel, lodging expenses are allowable for the actual dates of the approved conference or event. The night before or the night the conference ends are reimbursable based upon approved business necessity."*

3. **Discipline/General Education Conferences, Workshops, Prof Meetings, and Classes.**
$3,000 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 determined based on available Full-time Faculty and Part-time Faculty Conference funds.

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	CONFERENCE DATES	LOCATION
1	Approved M-LaMantia S-Wilkinson	**Cristina Tiernes Cruz**	Spanish	Discipline	$390	National Association of Medical Spanish: Mas Alla de las palabras – Language Advocacy in Health Care CAR	Nov 12-14, 2026	GWC
2	Approved M-LaMantia S-Best	**Denise Gonzalez Bon**	Counselor DSPS	Discipline	$3,000	California Association for Postsecondary Education and Disability CAR	Oct 11-14, 2026	Palm Springs, CA
3	Approved M-Best S-Wegter	**MaryLynne LaMantia**	Biology	Discipline	$3,000	Cell Bio 2026 – An American Society for Cell Biology/European Molecular Biology Organization Meeting CAR	Dec 12-14, 2026	San Diego, CA
4	Approved M-Best S-LaMantia	**Kristy Ho**	Counseling	General Teaching	$3,000	Hawaii International Conference on Education CAR	Jan 7-10, 2027	Honolulu, Hawaii
	Chair Green reported that the Hawaii International Conference will no longer be designated as an IPD Recommended Conference and will require review and approval by the committee.							
5	Approved M-Best S-Douma	**Laura Duvall**	Psychology	Discipline	$3,000	Silent Power: A weekend intensive with Eckhart Tolle CAR	Nov 7-8, 2026	San Diego, CA
6	Approved M-Best S-Nguyen	**Nancy Nguyen**	Counseling	Discipline	$125	California State University Counselor Corner CAR	Sept 10, 2026	Virtual
7	Approved M-LaMantia S-Sattler	**Adrianna Gonzalez**	ESL (Part-time Faculty: 8 LHE)	Discipline	$3,000	Annual International TESOL France Colloquium CAR	Nov 20-22, 2026	Paris, France
	The committee recommended that the applicant provides additional justification to include in the CAR explaining the need to attend the international conference and why a comparable local or domestic conference would not adequately meet the professional development objectives. The CAR is pending Board Approval for international conferences.							

D. **Alternative Methods – Review applications**
$3,000 maximum annual funding allowance, which can be used to fund an AM project for an annual maximum of (1) LHE for (18) hours of work – OR - for conference funding. Funding is first-come, first-served and is contingent on available Full-time Faculty and Part-time Faculty Conference funds.

	IPD DECISION	FACULTY	DISCIPLINE	HOURS	AM TYPE	PROJECT	COMPLETION DATE
1	Approved M-Rosales S-LaMantia	Tasha Chambliss	Cosmetology	18 (Reflects the remaining 2026-27 balance of hours toward AM funding)	Job Shadowing	Job Shadow Kyle Smith, full-time Associate Professor of Psychology Application	Spring 2027
2	Approved M-Best S-LaMantia	Keisha Cosand	English	27	Educational Materials	• Update 12 grammar video lectures • Review and revise all caption errors • Embed quizzes in each video Application	Fall 2026

E. **Salary Advancement Credits – Review Application**

	IPD DECISION	FACULTY	DISCIPLINE	CREDITS	HOURS	PROGRAM	PROJECT	COMPLETION DATE
1	Approved M-Stone S-LaMantia	***Request for Retro Approval*** **Denise Gonzalez Bon**	Counselor DSPS	2.22	40	CONF/WKP	@ONE LGBTQ+ Student Success: Identity, Intersectionality, and Advocacy in Education Application	Aug 13, 2026
	Chair Green reviewed the application and noted that the applicant initially enrolled in the course with the intent to earn FPU credits. After the course began, the applicant was informed by @ONE that the course was not offered for FPU credit and she is now requesting retroactive IPD SAC. The Committee determined that the circumstances met the CFE/AFT contract's exceptional circumstances provision, which permits requests to be submitted up to six weeks after the event. The application was approved.							

F. **2027-28 Sabbatical Leave update – Chair Best**

Chair Best reported that the IPD has currently received four Intent to File.

- Intent to File – due September 4, 2026, at 11:59pm
- Sabbatical Leave Application Handbook
- Sabbatical Leave Application & Proposal– due September 11, 2026, at 11:59pm
- Sabbatical Leave Timeline

G. **Petitions for Professor Emeritus Status**

1. Applications are due November 6, 2026, at 11:59 pm
2. Eligibility
3. List of Faculty Academic Rank titles

H. **Mentoring Work Group – Chair: Tim Mueller**

Chair Green reported on behalf of Chair Mueller (absent) regarding the Mentoring Program. He noted that he will be contacting the faculty who are currently a part of the Mentoring Program to confirm their continued participation. Chair Mueller's update was postponed until the next meeting.

1. Coordinate mentors for new faculty
2. Confirm continued interest for Y2 faculty
3. Obtain signatures of Mentor/Mentee Agreement
4. Encourage mentors to apply for SAC, if eligible.

2026-27 TENURE-TRACK FULL-TIME FACULTY

FACULTY Y1	DISCIPLINE	MENTOR
Melissa Navarro	Communication Studies	
Joyce Nguy	Political Science	
Jose Gutierez	Ethnic Studies/ Chicano Studies	
Zaid Eltawil	Engineering & Physics	
FACULTY Y2	**DISCIPLINE**	
Samantha Harris	Ethnic Studies	Amy Jennings, Psychology *(Need to replace due to Fall 2026 Sabbatical)*
Denise Gonzalez Bon	Counselor-DSPS	Jeanette Adame, History
Robert Nguyen	Nursing	Phuong Nguyen, Nursing
Nicole Clement	Nursing	

Temporary One-Year Faculty Contracts

Veronica Gschweng Y1	Nursing	
Kenyon Callahan Y1	Political Science	
Claudia Ureno Y2	Nursing	Jason Sheley, Philosophy
Tori Nelson Y2	Nursing	Jessica Patapoff
Jessica Chavez Y2	Nursing	Evangelina Rosales, Cosmetology
Maria Tran	Counseling	

IV. INFORMATION ITEMS

A. **Conferences – Approved – Conferences recommended by the IPD. Linked here.**

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	DATES	LOCATION
1	IPD Chair - summer approved	**Teresa Roston**	Cosmetology	Discipline	$900	Career Educators Alliance Conference CAR	July 18-20, 2026	Anaheim, CA

B. **WORKGROUP ASSIGNMENTS 2025-26** (New or returning members to select TWO assignments)
Due to time constraints, Chair Green reported that committee member assignments would be postponed to the next meeting.

1. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.
Members: Best (Chair), LaMantia, Nguyen, Stone, Wegter, Mueller, Fioretto, 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.

2. **ACADEMIC RANK/PROFESSOR EMERITUS** (Sept-Nov)
Members: Wegter (Chair), Baumgartner, Fioretto, Johnson, LaMantia, Nguyen, 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.

3. **FACULTY EXCELLENCE AWARDS**
Members: A. Jennings (FEA Liaison), Douma, ~~Cosand~~ (on sabbatical), 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.

4. **MENTORING**
   Members: Mueller (Chair), Fioretto, ~~Jennings~~ (on sabbatical), 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.
5. **CIL/PDAC**
   Members: ~~Cosand, Jennings~~ (on sabbatical), 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.
6. IPD Meeting schedule: Agendas and Minutes
   IPD Application Deadlines