INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 1, 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	Natalie Stone - Mathematics & Engineering
Amy Douma (PT) - Psychology	Brian Thill - English
Doreen Fioretto – History & Education	Leah Walden-Hurtgen - Liberal Arts & Culture (ANTH, GEOG, PHIL)
Kate Green - IPD Chair, Physical Sciences	Rachel Wegter - Communication Studies
Leilani Johnson - Kinesiology, Health, Athletics	RC Wilkinson – World Languages & Sign Language/Interpreting
MaryLynne LaMantia - Biological Sciences	VACANT - Auto Tech, Digital Arts, Drafting
Tim Mueller – Performing Arts Senator (THEA, MUS, DANC)	VACANT – Criminal Justice
Jimmy Nguyen - Counseling & EOPS	VACANT - Library
Michelle Ohm (Art) – Part-time Faculty At-Large (Fall 2026)	VACANT - Social Sciences (ECON, PSCI, SOC, ETHS)

I. ANNOUNCEMENTS

A. Rep. LaMantia reported on the success of Science Nite held on September 25.
B. Rep. Douma invited attendance at the 3rd Annual Psychology Day on Thursday, November 5, in Forum 1 and the Quad.
C. Rep. Nguyen announced that the annual HBUHSD College Night will take place on October 14 from 5-8pm on campus.

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – October 1, 2026. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Best. Hearing no objections, the motion passed.
B. Minutes – September 3 and 17, 2026. Due to an oversight by the IPD Office in distributing the minutes to committee members, Chair Green postponed approval of the minutes until the next meeting.

III. CONTINUING BUSINESS

A. 2026-27 IPD Budget
Chair Green reported that the District allocations had been received and reviewed the budget. She encouraged faculty to apply for spring conferences early to secure funding. She also noted that the VPI had received PRT funding for the Honors Pilot Program, which would be discussed further under the corresponding agenda item.
- Rep. Best (former IPD Chair) reminded the committee that District provides a separate allocation for the various IPD services (FT and PT conferences, Alternative Methods, and a general account); however, the IPD may transfer funds between budgets as needed.
- The part-time faculty conference account is expected to maintain a surplus and may be used to subsidize other accounts as necessary.

B. Honors Program – Alternative Methods Stipend Update
Chair Green reported that the VPI received mini-PRT funding for the first round of the Honors Pilot Program. Once PRT funding is exhausted, IPD may consider offering a $560 stipend (equivalent to 5 non-instructional hours) for up to 20 faculty members.
- Faculty on columns 1–4 may alternatively apply for SAC: up to 18 hours (1 unit) or 36 hours (2 units).
- The IPD Office will release the $11,200 encumbered for the fall pilot and return the funds to the regular budget.
- Rep. Wegter, a member of the Honors Program Work Group, reported that the launch has been postponed from Spring 2027 to Fall 2027. Chair Green asked Rep. Wegter to confirm when the PRT funding is expected to be exhausted.
- Further discussion to take place at the next meeting pending an update on the PRT funding.

C. Sabbatical Leave – Chair Best
1. Update - Review of Applications & Proposals
Chair Best reported that IPD received three sabbatical applications. After reviewing the proposals, the Sabbatical Committee returned all three for revision and resubmission by October 16. She noted that the 2027–28 sabbatical allocation would be sufficient to fund all three applications, pending approval.
2. Timeline:
- Oct 2 – IPD to notify faculty with recommendation to revise their Proposals

- Oct 16 – Revised Proposals are due to the IPD by 11:59pm
- Oct 29 – Sabbatical Committee meeting at 1:15pm on Zoom to review revised Proposals

D. Mentoring Work Group Update – Chair Mueller
Chair Mueller provided an update on the work groups' efforts to confirm faculty mentoring needs and recruit volunteer mentors. He will continue outreach and report back at the next meeting.

- Rep. Thill volunteered to serve as a mentor but gives priority to faculty mentors who are eligible to earn SAC.
- Rep. Best noted that faculty on Column 5 may bank earned SAC in anticipation of a potential Column 6 being established by the District.

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	**Heather Kelley, Communication Studies**
Jose Gutierez	Ethnic Studies/ Chicano Studies	
Zaid Eltawil	Engineering & Physics	
FACULTY Y2	**DISCIPLINE**	
Samantha Harris	Ethnic Studies	Amy Jennings, Psychology
Denise Gonzalez Bon	Counselor-DSPS	Jeanette Adame, History
Robert Nguyen	Nursing	Phuong Nguyen, Nursing
Nicole Clement	Nursing	Berlynn Ching, Nursing *(confirmed)*

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	

E. Conference/Travel - 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.

Tabled from the previous meeting pending submission of a Purpose of Trip/Justification and how it meets the IPD contractual criteria for conferences.

	IPD DECISION	FACULTY	DISCIPLINE	CONF TYPE	AMOUNT	EVENT	CONFERENCE DATES	LOCATION
1	IPD Chair Approved	**Criss Vo**	English - PT	Discipline	$3,000	American Educational Research Association CAR	April 14-18, 2027	Toronto, Ontario, Canada
	Chair Green reviewed the Purpose of Trip and approved the CAR due to the time-sensitive deadline for submission to the Board agenda for review of international conference travel. Chair Green acknowledged that a timing error by the IPD Office could have delayed the Board agenda submission, allowing the CAR to be considered for approval by IPD. The IPD endorsed approval of the CAR.							

IV. NEW BUSINESS

A. Conference/Travel - 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-Walden-Hurtgen S-Rosales	**Teresa Nguyen**	ELL	Discipline	$2,000	The Japan Association for Language Teaching Hokkaido Winter Language Conference 2027 (Applied to be a presenter) CAR	Feb 10-14, 2027 Travel dates: ~~Feb 7-14, 2027~~ Feb 7-12, 2027	Sapporo, Japan

V. INFORMATION ITEMS

A. **WORKGROUP ASSIGNMENTS 2026-27** (New or returning members to select TWO assignments)

1. **SABBATICAL LEAVE** – Announced in May. Intent to File/Application/Proposal due Sept.
Members: Best (Chair), LaMantia, Nguyen, Stone, Wegter, Mueller, Fioretto, Clement, 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: Baumgartner (Chair), Baumgartner, Fioretto, Johnson, LaMantia, Nguyen, Walden-Hurtgen, Thill, Ohm, Wegter, 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: Jennings (FEA Liaison), Cosand, Clement, Douma, Green, Ohm, 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, 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, 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