INSTITUTE FOR PROFESSIONAL DEVELOPMENT (IPD) MINUTES

Thursday, October 15, 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
~~Jose Gutierrez~~ – Sociology & Ethnic Studies	RC Wilkinson – World Languages & Sign Language/Interpreting
Leilani Johnson - Kinesiology, Health, Athletics	VACANT - Auto Tech, Digital Arts, Drafting
MaryLynne LaMantia - Biological Sciences	VACANT – Criminal Justice
Tim Mueller – Performing Arts Senator (THEA, MUS, DANC)	VACANT - Library
Jimmy Nguyen - Counseling & EOPS	VACANT – Economics & Political Science
Michelle Ohm (Art) – Part-time Faculty At-Large (Fall 2026)	

I. ANNOUNCEMENTS

A. The committee wished Chair Green a happy birthday.
B. Welcome new member, Jose Gutierrez, representing Sociology and Ethnic Studies. (Absent)
C. CIL Artificial Intelligence (AI) Fall Institute | Oct 16-23 | 9am-2pm | MS 155 | Additional Information
Sign up in Cornerstone

II. APPROVAL OF THE AGENDA AND MINUTES

A. Agenda – October 15, 2026. **MOTION** by Rep. LaMantia to approve the agenda. Seconded by Rep. Baumgartner. Hearing no objections, the motion passed.
B. Minutes – September 3, September 17, and October 1, 2026. **MOTION** by Rep. Best to approve the minutes as presented. Seconded by Rep. LaMantia. Hearing no objections, the motion passed.

III. CONTINUING BUSINESS

A. Honors Program – Alternative Methods Stipend Update
Chair Green reported that there were no new updates regarding the Honors Program. The Office of Instruction will use the PRT to fund Fall 2026 stipends. IPD will begin planning for ongoing funding support beginning in Fall 2027.Academic Rank Update – Chair Baumgartner
B. Sabbatical Leave Update – Chair Best
Chair Best also reported no new update and that the three applicants have until midnight tomorrow to submit their revised proposals.
    1. Timeline:
        - 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
C. Mentoring Work Group Update – Chair Mueller
Chair Mueller reported that he and the Mentoring Work Group will continue working to confirm mentor assignments for participating mentees.
    - Rep. Thill volunteered to mentor Melissa Navarro.
    - He noted that Jose Gutierrez confirmed his request for a mentor and Phuong Nguyen will continue mentoring Robert Nguyen.
    - He informed that multiple attempts to contact Zaid Eltawil have gone unanswered. Chair Green offered to assist with outreach.

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

2026-27 TENURE-TRACK FULL-TIME FACULTY

FACULTY Y1	DISCIPLINE	MENTOR	AGREEMENT	SAC
Melissa Navarro	Communication Studies	Brian Thill		
Joyce Nguy	Political Science	Heather Kelley	X	N/A
Jose Gutierez	Ethnic Studies/ Chicano Studies			
Zaid Eltawil	Engineering & Physics			
FACULTY Y2	**DISCIPLINE**			
Samantha Harris	Ethnic Studies	Amy Jennings, Psychology		N/A
Denise Gonzalez Bon	Counselor-DSPS	Jeanette Adame, History		N/A
Robert Nguyen	Nursing	Phuong Nguyen, Nursing		N/A
Nicole Clement	Nursing	Berlynn Ching, Nursing		N/A

Temporary One-Year Faculty Contracts

Veronica Gschweng Y1	Nursing			
Kenyon Callahan Y1	Political Science			
Paul McBurnett (Fall 2026)	Geology			
Claudia Ureno Y2	Nursing	Jason Sheley, Philosophy		
Tori Nelson Y2	Nursing	Jessica Patapoff		
Jessica Chavez Y2	Nursing	Evangelina Rosales, Cosmetology		
Maria Tran	Counseling	Declined		

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-Best S-LaMantia	**Annette Park**	Math	General Teaching	$3,000	Teaching Social Brains CAR	Feb 12-14, 2026	San Francisco, CA
2	Approved M-Best S-LaMantia	**Matthew Shimazu**	Chemistry	General Teaching	$3,000	Hawaii International Conference on Education CAR	Jan 7-10, 2027	Honolulu, HI

Patty Fonseca, IPD Office, reported on a recent conference and travel meeting presented by VC Drinkwine, who clarified the guidelines for combining personal travel with conference-related business travel.

- Personal travel before or after a conference is permitted; however, employees must document the full travel dates on their CAR.
- Airfare reimbursement will be limited to the cost of the flight that would have been taken for the original business travel dates.
- Employees must take and save a screenshot of a flight quote for the regular business travel dates, including all applicable taxes and fees, when preparing their CAR. This documentation must be submitted with the reimbursement request. If this documentation is not provided, District Travel will research the cost of the comparable return flight, which may not be as favorable.
- For example, an employee extending a trip for personal travel must submit both the regular business travel flight quote (reflecting the original return date) and the actual flight receipt.
- VC Drinkwine clarified that Uber expenses for transportation to the airport for the return trip, even when returning from personal travel, are reimbursable.
- Employees with questions about the CAR process are encouraged to contact Business Services.

B. Salary Advancement Credits – Proposal to Preapprove CIL Workshops.
Chair Green presented, and the IPD approved a blanket application process to streamline earning Salary Advancement Credits for completion of CIL workshops from September through June. [SAC-CIL Application]

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