



Recognition and thanks were given to the Classified Staff College Professional Development Plan Group: Debbie Joy, Luanne Canestro, Maria Huning, Lina Mira, Adolfo Leiva, and Victoria Nunes were appreciatively acknowledged for their many hours of collaboration in developing the Classified Professional Development Plan policies and procedures.

Funds are available from fiscal year July 1 to June 30

The importance of getting applications in on time and completing forms before the class or conference begins was stressed.

A personal statement is required and it is recommended connecting it to Cañada College strategic goals: Teaching and Learning; Completion; Community Connections; Global and Sustainability.

Reimbursement forms are required to be submitted within 30 days of the last day of the course, and turnaround time for reimbursement is approximately one to two weeks.

## **5. Professional Development Plan – Erin Moore**

Erin Moore presented an overview of the Classified Professional Development Plan, and she encourages Classified Staff to let her know if they have any additional questions.

The Classified Staff Development Program provides opportunities for classified staff members to attend work-related conferences, workshops and/or seminars or complete a college coursework. The program is available to classified employees who have completed the probationary status. This funding is on a first-come, first-served basis.

If you wish to participate, please complete the forms below.

### **Eligibility**

Permanent Classified employees who have completed their required probationary period. Please review the district policy before submitting your applications and reimbursement forms.

### **Conference or Workshop Reimbursement**

Classified employees may request a maximum of \$1,000 per conference/workshop per fiscal year. If you are interested in attending a conference/workshop, complete the CSD Conference Application prior to attending the event. Then, no later than 30 days after attending the conference/workshop/seminar, complete the Statement of Conference Expense form. Please note that if the conference is an out of state travel, a Conference Advance form must be submitted with the application for the President's authorization.

### **Tuition Reimbursement**

Classified employees may request a maximum of \$1,400 per fiscal year for tuition, books, and related expenses (excluding meals and mileage). If you are interested complete the CSD Tuition Application prior to attending a course. Then, after receiving a grade of C or better, complete the Request for Tuition Reimbursement form. Submit this with receipts and final grades.

See more at:

<http://www.canadacollege.edu/professionaldevelopment/classified.php#sthash.TQPKBYXF.dpuf>

## **6. Flex Day – Maria Huning**

A handout of Flex Day Activities was made available and it was noted that there were room changes for the various activities. It was requested that the activity descriptions be read for clarity on activities.

## **7. Upcoming Events/Fundraising – Wendy Cazares de Reynaga/Jeanne Stalker**

- a. Human Trafficking Awareness & Action – Jo'an Tanaka

Event:

Wednesday, January 27, 2016

10:00am to 12pm

Main Theater – Building 3

- b. Future Events

Jeanne Stalker proposed a Spring fundraiser on Friday evening, March 18, at

Create Mix & Mingle where a professional art instructor will guide attendees step by step to recreate a featured painting. Refreshments are also served during the session. It's stress-free and absolutely no experience is necessary!

[www.Createmixandmingle.com](http://www.Createmixandmingle.com)

1888 South Norfolk Street

San Mateo, CA 94403

(650) 434-2781

The cost is \$45 per person and 20%--\$9 per person--will be donated back to the Classified Senate scholarship fund from Create, Mix & Mingle.

#### **8. Committee Reports**

No specific committee reports were presented at the meeting

#### **9. Other/Public Comments**

Each meeting attendee introduced herself/himself to the group.

Misha Maggi reported that Vending Commission Project Funding Applications are due by January 15, 2016, and that the new form is very user friendly.

#### **10. Door Prize Drawing**

The Door Prize of a black ballpoint pen was won by Peter Tam.