



Faculty Learning & Innovation Committee

Agenda

September 22, 2026, | Location | NH-352 | 3:00 pm – 5:00 pm

A committee of the Academic Senate, San Bernardino Valley College

Start Time		End Time:
Chairs	Andrea Hecht, Academic Senate	Dean Kirk Rogers, College President Designee
Meeting Type	☐ Regular ☐ Special ☐ Emergency	Note-taker:
Email	sbvc.facultylearning@valleycollege.edu	

ROSTER & ATTENDANCE

Roll call taken at Call to Order. Names below reflect current known membership.

Member Name	Division / Unit Represented	Role (Voting / Alternate)	Present	Absent
Malik Stalbert	Academic Services, Business & Computer Technology & Hospitality	Voting Member		
(Lucas Cuny – on sabbatical Fall 2026)		X	X	X
Edward Jones	Arts & Humanities	Alternate 1		
Robert Brown		Voting Member		
Rachel Chen		Alternate 2		
Terry Halabi	Career Technical Education	Voting Member		
Kimberly Johnson	Counseling & Student Development	Alternate 1		
Nicole Jimenez		Voting Member		
Patty Jones		Alternate 2		
Oscar Valdez	Health Science	Voting Member		
Teri Strong	Science & Mathematics	Alternate 2		
Moustafa Kanawati		Alternate 1		
Mezghan Hassanzadah		Voting Member		
Richard Daily	Social Science & Human Development	Alternate 3		
Lindsay Gary		Alternate 1		
Melinda Moneymaker		Alternate 2		
Tamara Wagner		Voting Member		
— seat vacant —	Kinesiology, Health & Athletics	Voting Member (vacant)		

Quorum (majority of voting seats) established: ☐ Yes ☐ No **Voting seats present:** ____ / ____



Faculty Learning & Innovation Committee

RESOURCE MEMBERS (non-voting) 2026-2027

Classified Professionals
and/or Faculty and/or
Student

- Angela Grotke, Administrative Assistant III
- Samantha Moreira, Substitute Administrative Assistant I

Guests:

A. Call to Order

1. **[Action]** Call to Order and Quorum
2. **[Informational]** Public Comments
Reserved for Guests only and limited to 10-minute total time limit, 3-minute max per person. Refers to the opportunity for members of the public to speak on both agenda and non-agenda items.

B. Approval of Agenda and Minutes

3. **[Action]** Adoption of Agenda
Confirms today's agenda and order, items can still be added, removed, or reordered here.
4. **[Action]** Adoption of Minutes (September 8, 2026)
Members review and approve the previous meeting's minutes as the official record. Minor corrections (e.g., typos, name spelling) can be noted to the secretary without pulling the item.

C. Informational Items

5. **(Informational)** Report(s)
 - a) Chair's Verbal and/or Report | Andrea Hecht
 - b) Co-Chair Verbal and/or Report | Dean Kirk Rogers

D. Discussion Items

6. Faculty Conference & Travel Authorization Procedure Step-by-Step Guide

E. Action Items

7. Faculty Conference & Travel Authorization Procedure Step-by-Step Guide
8. Accept Travel Requests

F. Discussion Items (if time permits)

9. New Faculty Academy



Faculty Learning & Innovation Committee

G. Floor Items

(10-minute total time limit, 3-minute max per committee member)

Reserved to raise concerns within the Faculty Learning & Innovation Committee scope. The Committee will hear your concerns/questions but may not respond. If requested, the concern can be included on a future agenda.

H. Adjournment

Time:

Next Scheduled Meeting

Tuesday, October 13, 2026 (In-Person | NH – 352)

Future Meetings

- ☐ **Tuesday, October 27, 2026**
- ☐ **Tuesday, November 10, 2026**
- ☐ **Tuesday, December 8, 2026 (last meeting of the 2026 year)**

SBVC MISSION:	VALLEY UP INITIATIVE 2025-2030
San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an antiracist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.	The Initiative organizes its strategic commitments around four interconnected priorities that together define the college's direction through 2030 as follows: 1. Career and Transfer 2. Health and Safety 3. Boldly Student-Centered 4. Opportunities for All
COMMITTEE CHARGE	MEMBERSHIP & PARTICIPATION EXPECTATIONS
<i>The Faculty Learning and Innovation Committee is a committee of the Academic Senate responsible for advancing the professional learning and development of Valley College faculty. Operating under the Senate's primary authority over faculty professional development policy (Title 5 §53200; 10+1, Item 8), the committee develops, plans, and evaluates professional development programs, policies, and priorities that strengthen faculty capacity to serve Valley College's diverse student population. The committee serves all full-time and part-time faculty, recognizing that professional growth across all faculty roles is essential to institutional effectiveness and student success. Recommendations are forwarded to the Academic Senate for final action.</i>	Attendance: Members are expected to attend all meetings. Three unexcused absences may result in removal and replacement by the appointing constituency. Constituency Communication: Voting members are responsible for reporting back to their constituency groups and bringing constituent input to deliberations. Equity Commitment: All members are expected to center student success, equity, and the elimination of achievement gaps in their participation and decision-making. Appointments: Voting members are appointed by their respective constituency bodies (Academic Senate, Classified Senate, ASG, or management) prior to the start of fall semester.



Faculty Learning & Innovation Committee

Faculty Travel & Conference Handout

A quick-reference guide to AP 7400 (Travel) — SBCCD

Steps at a Glance

1. **Get approval first.** If there's no cost involved (e.g., a virtual conference on your own time), your supervisor/dean can approve by email. If there IS a cost, you will need the SBCCD Travel/Conference Request and Claim Form with a detailed cost estimate, approved before you spend anything.
2. **Attach conference literature.** Include the cost, dates, location, and agenda/program, this is required for the request and for reimbursement.
3. **Route for approval.** A purchase requisition must be submitted so funds are encumbered. Approval flows from your supervisor, to the Responsibility Center Manager, to Business Services. If total costs exceed \$5,000/person, or travel is outside the contiguous U.S., Board approval is also required. The Faculty Learning & Innovation Committee (FLIC) will not support pay for anything that needs board approval.
4. **Travel advance (optional).** If you want funds in advance, request it on the form (or Oracle Expense Module) with supporting documentation. Advances can't exceed 80% of estimated expenses (100% possible with substantiated payments) and must be requested before you travel.
5. **Go to your conference.** Keep every itemized receipt, you will need them for your claim.
6. **File your claim within 30 days of returning.** Submit the completed form (or Expense Report in Oracle) with itemized receipts. Reimbursement follows within 45 days of submission.

What's Reimbursable and What's Not

Reimbursable	Not Reimbursable
– Conference/event registration fees (must relate to your work at the District) – Lodging at the single-occupancy rate, booked at conference rates when possible – Airfare, or mileage/personal vehicle up to the cost of the lowest airfare – Rental car up to compact class (incl. fuel, insurance) – Taxi, shuttle, bus, tolls, and parking (with receipts) – Meals & incidentals at the GSA per diem rate	– Alcohol – Personal expenses (toothpaste, laundry, etc.) – Traffic, parking, or toll citations – Personal phone calls, movie rentals, social/recreational fees – Refundable airfare (unless pre-approved for a business reason) – Early check-in fees – Gratuities over 20% – Lodging/meals for extra days added for personal convenience

Meals & Per Diem

- Reimbursed at the per diem rate for all travel days — no receipts needed.
- SBCCD uses the GSA San Francisco-area per diem rate (see www.gsa.gov/perdiem), updated annually.

Key Reminders

- **Nothing should be paid for out of pocket before approval is in place.**
- Itemized receipts are required for all claimed expenses — credit card slips alone are not enough.
- Claims filed more than 30 days after your return may be denied.
- Ask your Division Dean about optional funding sources: Equity Funds (SEA) and EEO Grant funding may also be available depending on the purpose of your trip.

SBVC Faculty Conference & Travel Authorization

Quick Reference Cheat Sheet • Faculty Learning & Innovation Committee (FLIC)

Attending an ASCCC Plenary or Conference?

- Go through SBVC's Academic Senate first for approval.
- If the Senate approves and funds it → skip FLIC (Step 2) entirely.
- Division Dean approval (Step 1) is still required either way.

Funding Path (in order)

Step	Steps for Faculty
1	Division Dean Approval • Ask your Division Dean whether you may attend AND whether the division can fund it → Approved + funded → process travel through Dean's admin. assistant → Approved, no funds from division → continue to Step 2 (FLIC) → Not approved by dean → request stops here
2	Submit to FLIC <i>(only if Dean has no funds)</i> • Submit your completed checklist, conference details, SBCCD Travel/Conference Request Form, and total cost to FLIC • FLIC will then consider: duplicate requests (can one attendee present back at SBVC?), your presenting vs. not-presenting status, and whether Dean funding was already sought → If FLIC funds any part → request stops here (no Step 3)
3	Last-Resort Funding <i>(only if FLIC cannot fund)</i> • Apply to SEA and/or EEO: you may apply to either; wait for a final decision from each • SEA Funds: limited to faculty serving as chaperones/advisors for student groups attending the conference. Student Equity funding would be considered only as a last resort after other funding sources have been explored, and funding is not guaranteed. Contact: Maria Del Carmen Rodriguez, marodrig@sbccd.cc.ca.us, 909-384-8592 • EEO Funds: submit an EEO Funds Request Form + brochure/flyer + budget breakdown to HR

If FLIC Is Funding You

- Reimbursement processed by Angela Grotke, Admin. Assistant III (Social Sciences Division)
- Keep all receipts; Dean sign-off required before reimbursement
- **Travel before FLIC approval & Oracle submission will NOT be reimbursed**
- After the conference: present at FLEX (symposium) or a workshop — cover what you learned, how it helps the college, and next steps
- Not presenting afterward may deprioritize future FLIC funding

SBCCD District Limits (AP 7400)

- **Over \$5,000/person or travel outside the contiguous U.S. → requires prior Board of Trustees approval, and FLIC will not fund it**
- Travel must be approved and the SBCCD Travel/Conference Request Form submitted, before travel begins and before any expenses are incurred
- Conference literature (cost, dates, location, agenda/brochure) must be included with the request
- Claims must be filed within 30 calendar days of return; reimbursement follows within 45 days of claim submission
- Not reimbursable: alcohol, personal expenses, traffic/parking/toll citations, social/recreational fees, gratuities over 20%

See the full Faculty Conference & Travel Authorization Procedure and AP 7400 for complete details.



Faculty Learning & Innovation Committee

Faculty Learning & Innovation Committee: Roles & Responsibilities

September 21, 2026

Overview

To keep FLIC meetings running smoothly, we've clarified who owns each recurring committee task. See the breakdown below.

FLIC Responsibilities

Task	Owner
Room setup + clean up	Sam
Note taking	Sam (primary); Angela and Kirk also take notes and compare before sending minutes to Andrea (& Kirk) for review
Attendance	Sam
Copies	Sam
Calendar invites	Angela
Posting agenda and minutes to website	Sam; Kirk as needed
Emailing completed agenda to committee	Andrea, or backfill if Andrea is absent
Oracle	Angela is willing to walk faculty through submitting requests and to delegate access; Yolanda Martinez has also offered to help teach Oracle use

Note from Keenan Giles, Former Chair of Professional Development (Committee No Longer Active)

- PD funds and support were handled on a first-come, first-served basis, with the goal of spending all available funds, a goal that was not met.
- As inherited, there were no limits or criteria in place for approving or denying requests.
- All District accounts freeze in April.
- Summer conferences and professional development remain somewhat of a gray area.

Faculty Learning & Innovation Committee Budget 2026-2027

PROFESSIONAL DEVELOPMENT 9018-6750	AMOUNT BUDGETED	AMOUNT INCREASED	AMOUNT DECREASED	UPDATED BUDGET AMOUNT	AMOUNT ENCUMBERED	AMOUNT UNENCUMBERED
450000 - NONINSTRUCTIONAL SUPPLIES	\$73.00			\$73.00	\$0.00	\$73.00
475000 - MEALS & REFRESHMENTS	\$1,096.00			\$1,096.00	\$204.67	\$891.33
511300 - CONSULTANTS & OTHER SERVICES	\$1,700.00			\$1,700.00	\$0.00	\$1,700.00
520000 - TRAVEL & CONFERENCE EXPENSES	\$35,856.00			\$35,856.00	\$6,884.80	\$28,971.12
531000 - DUES AND MEMBERSHIP	\$200.00			\$200.00	\$0.00	\$200.00
642000 - COMPUTER/IT EQUIPMENT	\$2,500.00			\$2,500.00	\$0.00	\$2,500.00
TOTAL BUDGET	\$41,425.00	\$0.00	\$0.00	\$41,425.00	\$7,089.47	\$34,335.53

Note: The budget will be transferred to the Division of Social Sciences & Human Development by the end of September 2026.

- Budget left over from 2026: \$25,000

Faculty Learning & Innovation Committee Meetings 2026-2027

Date	Frequency	Time	Location	Comments
Tuesday, September 8, 2026	2 nd	3:00-5:00 pm	NH-352	
Tuesday, September 22, 2026	4 th	3:00-5:00pm	NH-352	
Tuesday, October 13, 2026	2 nd	3:00-5:00pm	NH-352	
Tuesday, October 27, 2026	4 th	3:00-5:00pm	NH-352	
Tuesday, November 10, 2026	2 nd	3:00-5:00pm	NH-352	
Tuesday, November 24, 2026	4th	3:00-5:00pm	NH-352	Canceled - Fall Break
Tuesday, December 8, 2026	2 nd	3:00-5:00pm	NH-352	New Chair conducting meeting
Tuesday, December 22, 2026	4th	3:00-5:00pm	NH-352	Canceled - Winter Break

Upcoming Dates 2026-2027

Academic Senate Meeting	Wednesday, December 16, 2026	Last one of the 2026 year – report out?
Spring Convocation	Tuesday, January 12, 2027	FLEX