HARTNELL COMMUNITY COLLEGE DISTRICT

Professional Development Committee
Minutes
Monday, January 26, 2015 – 3:30 p.m.
D-129

UNAPPROVED

MEMBERS

<table>
<thead>
<tr>
<th>Name</th>
<th>Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Terri Pyer</td>
<td>CHRO, co-chair</td>
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<tr>
<td>Shannon Bliss</td>
<td>Administrative</td>
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<td>Mark Sanchez</td>
<td>Administrative</td>
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<tr>
<td>Delia Edeza</td>
<td>CSEA</td>
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<td>David Jones</td>
<td>L-39</td>
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<tr>
<td>Pam Wiese</td>
<td>Faculty PDC Committee chair</td>
<td></td>
<td>x</td>
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<tr>
<td>Sunita Lanka</td>
<td>Faculty</td>
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<td>x</td>
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<td>Yelland, Hetty</td>
<td>Faculty</td>
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| Megan Blevins   | Professional Development Center, co-
|                 | chair                                 | x (by teleconference) | |
| Laura Lark      | Professional Development Center       |         | x      |
| Andrea Marble   | Human Resources                       |         | x      |

CALL TO ORDER

Meeting called to order at 3:45 p.m. There was no quorum.

ACTION ITEMS

1. The agenda was approved by those present.

2. The November minutes were informally approved with one correction: the dates that the Educator-in-Residence, Dr. Anne Benvenuti is visiting Hartnell are January, March and April. The minutes will be put on the next agenda for formal approval.

3. a. There were no requests for general funding this time.

   b. All four requests for travel and conference funds were approved. There was a quorum for this item, since Sunita Lanka emailed her scoring sheet. The group discussed improvements that could be made to help employees to submit complete applications: training the managers, including a detailed coversheet attached to the form; HR sending them back to the applicants for review and correction prior to submitting them to the committee. The rubric also needs improvement with a place for the names of applicants and also to be printer-friendly. It should be posted on the professional development page.

INFORMATION/DISCUSSION

1. Terri shared an announcement from the Chancellor’s Office on its initiative to assist colleges in institutional effectiveness. It’s still not clear how this initiative will work, but it might be a place to ask for advice on its best practices. We could ask them how we can take advantage of this program. For instance, maybe they create modules on specific topics.

Hartnell College Vision Statement: Hartnell College will be nationally recognized for the success of our students by developing leaders who will contribute to the social, cultural, and economic vitality of our region and the global community.

Hartnell College Mission Statement: Focusing on the needs of the Salinas Valley, Hartnell College provides educational opportunities for students to reach academic goals in an environment committed to student learning, achievement and success.
2. Educator-in-Residence – Dr. Anne Benvenuti will be here on January 28 for the nursing and on January 29 for a public talk. Friday she will have two workshops for staff – from 9 a.m. to noon, and will talk to students on Friday afternoon. Logistics on how to spread the word better were discussed. So far, Esmeralda sent a press-release, Augustine Nevarez is taking care of the student side. The committee was exploring whether this could be offered as a flex activity, but for that we need Pam Wiese to guide the committee. Laura and Megan were going to announce it on the plasma TVs at the student center and have flyers at the PDC.

3. Regarding the coordination of pre-approval of flex day for faculty, the FPDC has forms on its website, which is not hosted by Hartnell. Since Pam was absent, this item will be kept on the agenda.

4. Terri announced that progress on the PDC part of the strategic plan will be reported to the Board of Trustees this spring. Terri will be working with Brian and will send emails to the group.

5. 4C/SD spring conference will address the requirements of AB 2558 and it will have good information for colleges on professional development. It is also a great opportunity to interact with other community college representatives. Megan would like to attend. Terri will explore funding and permission.

STANDING REPORTS

1. Flex days – Shannon reported on the January flex days, saying that there was a nice round table on student success conference on Thursday. It was the focus of the day.

2. Megan and Laura reported that they have a full spring semester array of trainings. They also will coordinate with Gavilan and Lake Tahoe colleges a monthly brown bag.

3. a. Terri announced that there will be a mandatory training on diversity this spring. Some mandatory training on mandated reports for administrators were done.

   b. There was no budget review, but it looks like we will not be spending all the $80,000 allocated this year. For the next meeting we will have a detailed budget review.

NEXT MEETING(S)

February 23, 2015
March 23, 2015
April 20, 2015
May 18, 2015
June 22, 2015

ADJOURNMENT

Meeting Adjourned at 5:08 p.m.

Megan Blevins