

HARTNELL COLLEGE

Staff Development Committee

Minutes

12/12/07
2:00 pm
HR Conference Room

Chair: Tamberly Petrovich

Recorder: Patty McEfee

Members Present: Mary Brown, Yvonne Carreon, Sabrina Lawrence, Tamberly Petrovich, Dr. Kathleen Rose, Dr. Hetty Yelland

New Business

Staff Development as Shared Governance

The entire shared governance structure at Hartnell College, which includes the Staff Development Committee, is currently under review by the Academic Senate. Their intent is for all to be represented. The recent suggested structure, available on the Hartnell Academic Senate website, is for a Faculty Development Committee; no mention is made of classified participation. Classified employees are encouraged to address this omission as the new shared governance structure is discussed and reviewed through the shared governance process.

Funding

Staff Development began the year with a budget of approximately \$32,000. This includes the \$27,000 one-time funding received from the State in 2006/07. Funding has been used for accreditation required Ethics Training, management training with the Central California Community College District Employment Relations Consortium, and in the future possibly Brown Act training. Dr. Helm, Interim Superintendent/President, does not wish to use Staff Development funding for a Coordinator position.

Staff Development for Spring 2008

Members discussed what the current Staff Development Committee can do to promote professional development for all Hartnell employees:

- More promotion of training available through @ONE and CCConfer. Courses are taught by California Community College faculty. A variety of delivery methods are available, including archived training and presentations, scheduled and online, for large groups or individuals. Both have a lot of technology training; CCConfer also has a variety of other topics.
- Review and clarify the Flex Committee and the process for pre-approval for flex activities.

- Organize a Spring Professional Development conference or web cast, something for faculty and staff at large.
- Designate a portion (perhaps \$10,000) of the current Staff Development funding for employee requests for training opportunities. Kathleen will request approval from Dr. Helm regarding amount and announcement at Flex Day.
- Review and update the Staff Development 3-Year Plan.
- Make an announcement at the January 25 Flex Day about Staff Development opportunities.
- Organize a classified activity for the January Flex Day.

Two subcommittees were formed, and will meet prior to the break, to address the following issues:

Funding Request Application Process (Hetty, Mary, Yvonne)

(Last version available at http://www.hartnell.edu/staff_dev/forms.html)

- Review, clarify, set deadlines and criteria
- Make sure to address Chancellor's Office criteria

Staff Development 3-Year Plan (Kathleen, Sabrina)

(Most current version available at http://www.hartnell.edu/staff_dev/plan.html)

- Review and update

The available members agreed to meet for a special Staff Development Committee meeting on Wednesday, January 16, at 2 pm to report on the progress of the subcommittees and to finalize a joint statement for the January 25 flex days.

Committee Membership:

Brown, Mary	Rose, Kathleen
Carreon, Yvonne	Yelland, Hetty
Lawrence, Sabrina	2 Faculty vacancies
Petrovich, Tamberly	1 Academic Dean vacancy