

# HARTNELL COLLEGE

## Staff Development Committee

### Minutes

9/19/07

2:00

C-354

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**Chair:** Tamberly Petrovich

**Recorder:** Patty McEfee

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

**Members Absent:** Sabrina Lawrence

#### **New Business**

##### 1. Committee Membership

The committee has two faculty vacancies and one academic Dean vacancy. Hetty will try to recruit interested faculty; Kathleen will do the same for the administrative vacancy. Tamberly will also email a request for membership to Jennifer Fellguth, Academic Senate President.

##### 2. Workshops and activities, Fall 2007

- @One - a variety of workshops, online and in webinar format. Webinars will need to be booked into a location.
- Library Electronic Resources – Bill Rawson, Librarian, offers monthly workshops on what resources are available to employees and students, both on campus and from a distance.

##### 3. 2006/07 Faculty & Staff Professional Development Funds

For the first time in five years, Staff Development funding was awarded to California Community Colleges by the State. This one-time funding was in the amount of approximately \$21,000 for Hartnell College. The allocation of these funds is currently: \$1000, supplies; \$2500, annual membership for Liebert Cassidy management training; of the remaining balance: 50%, travel; 50%, other. Tamberly is meeting with Dr. Phoebe Helm, Interim President, to discuss Dr. Helm's vision for Staff Development, including how to use funding and whether or not hiring a Staff Development Coordinator is feasible (estimated at approximately \$8,000 - \$9,000/year). Tamberly will share the results of this discussion with the committee members as soon as she has something to report.

#### 4. 3-Year Professional Development Plan

The most recent update to the 3-Year Professional Development Plan was in 2004. The Chancellor's Office has not required the college to submit a report since shortly after Staff Development funding suspended. Not only is it valuable to the college to have such a plan, but it is anticipated that the State will soon require a Plan as part of an accounting of the recent award monies. The members discussed some of the areas that might be addressed in the Plan:

- Where we are going collectively, and whether or not to differentiate between classified and faculty.
- The task of a Staff Development Coordinator.
- Ethics training and other associated activities that are already being addressed because of Accreditation requirements.
- Conferences and training (i.e. instructional issues, efficiency, time management, customer service).
- Flex Committee – revisit the procedure and recruit additional faculty (only 2 people currently on the committee).
- January Flex Days – in recent past, presented by a planning committee that included the Staff Development Coordinator and was chaired by the Vice President for Student Services. The HCFA contract identifies this as a responsibility of the Staff Development Committee.
- Staff Development funds – should we distribute as we did in the past (application process) or develop a new method (i.e. lottery, reward for extra work).
- How to connect the Plan to other applicable plans at Hartnell.

#### 5. Reports:

##### Academic

- A half day workshop on Core competency is planned
- Required flex for faculty has been increased from 6 to 12 hours/year per HCFA contract.

##### Administrative

- Liebert Cassidy management training – this Friday, “Hiring the EEO Way”; eight more ½ day workshops scheduled throughout the academic year.
- Customized Ethics training – 150 people to attend one of two scheduled days.
- Upcoming training on the Brown Act
- Shared Governance training that involves representatives from all employee groups is scheduled for this week.

#### **Committee Membership:**

Brown, Mary

Carreon, Yvonne

Lawrence, Sabrina

Petrovich, Tamberly

Rose, Kathleen

Yelland, Hetty

2 Faculty vacancies

1 Academic Dean vacancy