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.

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Professional Development Committee
Minutes
Monday, December 14, 2015, 1:30 p.m.
D-128

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>Moises Almendariz</td>
<td>Administrative</td>
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<td>Lori Kildal</td>
<td>Administrative</td>
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<tr>
<td>Augustine Nevarez</td>
<td>Administrative</td>
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<tr>
<td>Laura Lark</td>
<td>Professional Development Center</td>
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<tr>
<td>Marina Reyes</td>
<td>CSEA</td>
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<tr>
<td>Andrea Marble</td>
<td>Human Resources</td>
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<tr>
<td>Janet Flores</td>
<td>Faculty</td>
<td>x</td>
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<td>Sunita Lanka</td>
<td>Faculty</td>
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<td>John Perez</td>
<td>Faculty</td>
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<td>Nancy Wheat</td>
<td>Faculty</td>
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<tr>
<td>Janeen Whitmore</td>
<td>Faculty, co-chair</td>
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Others

<table>
<thead>
<tr>
<th>Name</th>
<th>Title or Representing</th>
<th>Present</th>
<th>Absent</th>
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<tbody>
<tr>
<td>Monica Massimo</td>
<td>HR Staff</td>
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CALL TO ORDER & INTRODUCTIONS
Meeting called to order at 1:30 p.m. Terri Pyer

ACTION ITEMS

1. Agenda was approved. Terri Pyer

2. Approval of minutes of November 16, 2015.
   Motion to approve (Terri Pyer); Second (Janet Flores); all in favor. Minutes approved. Terri Pyer

3. Consider approval of edited Committee Handbook
   Terri presented the changes made on the membership and frequency of meetings:
   - added 2 Manager/Supervisor/Confidential members;
   - six faculty members instead of five;
   - meeting will happen once a month instead of twice, or as needed. Terri Pyer
Motion to approve (Terri Pyer); Second (Sunita Lanka); all in favor. Changes approved.

INFORMATION/DISCUSSION/PRESENTATIONS

1. Update on January Flex Days J. Whitmore and Committee
   The Student Success Conference Program was presented and the committee commended the subcommittee for its good work. Some discussions about how the appropriate sessions for classified should be handled as well as the logistics on the sign-in sheets and tracking.

2. Update on Educator-in-Residence J. Whitmore
   Dr. Rushton Hurley accepted our offer to be the next EinR. Contract and logistics will be finalized soon.

3. Accreditation: Mid-Term report update (Rec. 7) Lori Kildal, Terri Pyer
   Fortunately most of the work was done last year so this time was just an update. Lori briefly explained how the document will be routed and emphasized that the Recommendations 1 & 2 were completed and that this year we are just adding pieces. Terri emphasized that Recommendation 7 includes professional development to everybody.

4. January 15 travel and conference date and approval process Terri and Janeen
   Due to the winter break, the committee decided to extend the deadline to apply for the Travel and Conference Program from January 15 to January 29. An email will be sent by the end of this week notifying all campus.

5. Strategic Planning Progress Update (IEP website) Terri Pyer

6. Question from Innovation Grant recipient Terri Pyer
   The committee decided that if the awardee spent less than the amount requested, he or she will not be able to use the surplus for a past project.

7. Process Improvement Tracking (e.g., putting on events) Terri and Janeen
   The committee reviewed its program deadlines and noted that January and June deadlines are problematic. Also discussed adding a manual for people who receive funds to provide advice on how to put on events.

STANDING REPORTS

1. Flex coordinator
   Laura Lark will present the mini-tracking system in our next meeting. There will be just one place to do a report. Once the email is sent there will be an automated response. Faculty will be able to see how many hours were approved. Janeen and Laura will work together on.

2. Professional Development Center
   At this point we have one instructional technologist staffing the center. Terri briefly explained the hiring process.

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3. Grants-related Professional Development
   Moises discussed his interest in following the same processes for grant and general funds. Some grants are more restrictive, while some in his area (HSI) have more flexibility. With the implementation of the “learn” module Taleo, managers will be able to track all the professional development.

5. HR/Training
   The first module of Taleo is on its last implementation steps.

NEXT MEETING(S)

January 25, 2016
February 22, 2016

ADJOURNMENT
Meeting adjourned at 3 p.m.