



HARTNELL COLLEGE

**Professional Development Committee
Minutes
Monday, March 18, 2019, 1:45 p.m.
D-128**

MEMBERS

Name	Representing	Present	Absent
Terri Pyer	CHRO; co-chair	x	
Moises Almandariz	Administrative		x
Joy Cowden	Administrative	x	
Augustine Nevarez	Administrative	x	
Laura Otero	Professional Development Center	x	
Janet Flores	Faculty		x
Sunita Lanka	Faculty	x	
John Perez	Faculty	x	
Nancy Wheat	Faculty	x	
Janeen Whitmore	Faculty, Flex Coordinator, co-chair	x	
Erica Rowe	HR Professional Development		x

Others

Name	Title or Representing	Present	Absent
Belle Lozada	HR Staff		x

CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 1:56p.m.

ACTION ITEMS

1. Agenda was approved T. Pyer
2. February 25, 2019 minutes were approved T. Pyer

INFORMATION/DISCUSSION/PRESENTATIONS

1. Travel and Conference
Terri reported that we are seeing a nice increase in the number of requests for travel and conference funds, and that many applicants seem to be accessing other funding to combine with Travel & Conference funds so that the enter cost of their attendance at conferences is funded.
2. Employee Innovation Grants
All Innovation Grants were awarded, and people are already working on their projects. Terri will work on developing the participant guidance for the speakers, symposia, workshop funding

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program, letting requesters know the intended size of the grants.

3. Travel reimbursement issues

One of our grants ran into a small snag when we tried to reimburse travel for foreign visitors. HR is working with the Business Office to develop processes and procedures that cover this situation.

4. Educator in Residence

Joy Cowden reported that the March 12 presentations on the Role of Culture in Learning given by our Educator in Residence Dr. Melissa Salazar was well attended by faculty, staff, and students. In both sessions, participants remarked that part of Hartnell's hidden culture was that people hold doors open for others, across all gender and age lines.

4. Classified Staff Development Day update

Laura Otero and Terri are on the Classified Staff Development Day subcommittee. The event has been moved to Monday, March 25, 2019, from noon to 1 p.m., and the committee has developed an engaging program that starts with a presentation by the classified co-leads of the College Redesign Teams, with invited guest Ana Lobato, and will have presentations on health and wellness benefits and cybersecurity issues for Hartnell employees.

5. 4CSD Conference

Janeen Whitmore attended the 4CSD Conference in early March, and felt energized by the presentations. She reported that only two community colleges were not on the flex calendar, and those calendars for the rest varied from having 1 to 17 flex days. The average is 5.5 flex days (we have 5). There is \$5 million in staff development funds in the state budget.

STANDING REPORTS

1. Flex Coordinator

Janeen said that there were two flex requests that she had emailed to everyone. She'll look into putting the flex criteria on the request form, so that the requester has to identify how their request matches those criteria. Some faculty already have submitted their year-end flex reports.

2. PDC Coordinator

Laura said that she has expanded the Tech Tools online course to be nine, 1-hour units (Adobe, Pixlr, Prezi, Powtoon, ConferZoom for Canvas, Vision Resource Center, Google Apps for Education, Screencast-o-Matic, and regular and effective contact in DE). The Center also offers a new introduction to teaching online course, and will be launching a revamped Intro to Canvas course next semester.

3. HR/Training update

HR will be getting the diversity hiring training available for those who couldn't attend the in-person sessions in November and February.

ADJOURNMENT

Meeting adjourned at 2:35 p.m.

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