



HARTNELL COLLEGE

**Professional Development Committee
Minutes
Monday, May 13, 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
Belen Gonzales	CSEA		x
Marlene Tapia	CSEA		x

Others

Name	Title or Representing	Present	Absent
Belle Lozada	HR Staff	x	
Sonja Lolland	Administrative	x	

CALL TO ORDER & INTRODUCTIONS

Meeting called to order at 1:52 p.m.

ACTION ITEMS

1. Agenda was approved T. Pyer
2. April 15, 2019 minutes were approved T. Pyer

INFORMATION/DISCUSSION/PRESENTATION

1. Travel and Conference T. Pyer
A total of 41 grants were approved from July 2018 to April 2019. Since the inception of program in May 2014, a total of 170 grants were approved. Please check your emails and submit your scoring after the July deadline.

Hartnell College Vision Statement: *Hartnell College students will be prepared to contribute as leaders to the intellectual, social, cultural, and economic vitality of our communities and the world.*

Hartnell College Mission Statement: Focusing on the education and workforce development needs of communities in the Salinas Valley, Hartnell College strengthens communities by providing opportunities for students to reach career and/or academic goals (associate degrees, certificates of achievement, transfer to four-year institutions) in an environment committed to student learning, achievement and success.]

2. Educator in Residence J. Whitmore
 Janeen reported that the last presentation by Dr. Salazar on “Bringing Assessments: What are They? How Do I Implement Them?” was well-received and well-attended. There were a total of three presentation topics (two sessions held on each day). Only the first presentation had low attendance due to schedule conflicts with other campus events that occurred on the same day. Overall, this year’s EIR was successful. Sixteen faculty signed up for Escala Institute. Please start soliciting for nominations for next year.

3. Convocation Fall 2019, second draft S. Lolland
 Dr. Lolland presented a second draft of the agenda, and she announced that staff will be invited for the second half of the day to hear the guest speaker and State of the College presentation.

4. Availability for convocation, orientation assistance? T. Pyer
 HR and Joy Cowden volunteered their time to assist during convocation and new employee orientation.

5. Flex: completions, training for new faculty J. Whitmore
 A few members suggested to change the format of new employee orientation. One suggested appointing faculty liaisons for adjunct faculty. If time permits, Laura suggested she could create an online training for adjunct faculty on Canvas. Some other training topics suggested were: how to request IT assistance, Canvas, how to drop from roster, attendance policies, how to reach security, what to do when calling in sick, and timesheet deadlines.

6. Membership terms T. Pyer
 The chair, co-chair and the instructional technologist are permanent members. For other members, the default is a 2-year term. Nancy Wheat and Joy Cowden elected to stay another term.

7. Guided Pathways Facilitation Team M. Almandariz
 The team is reviewing Professional Development across the board including how to keep track and organize the information and how to have an equitable system.

STANDING REPORTS

1. Flex Coordinator J. Whitmore
 Janeen reported she has a meeting with Dr. Lolland and Al Muñoz to sign off on her special project agreement for another year as flex coordinator.

2. PDC Coordinator L. Otero
 Laura reported that the Professional Development Center website has been updated. Various training opportunities are available for sign-up, and you can

3. HR/Training update T. Pyer

Terri reported that the last First Year, First Friday event will be on May 17, 2019. It will be a tour of Student Services and will be hosted by Laura Zavala. Terri extended the invitation to all members to attend the next event and any other future First Year, First Friday events.

ADJOURNMENT

Meeting adjourned at 2:57 p.m.

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