



# HARTNELL COMMUNITY COLLEGE DISTRICT

## **PROFESSIONAL DEVELOPMENT & FLEX COMMITTEE HANDBOOK**

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### **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.

### **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.

### **VALUES STATEMENTS**

- ***Students First***

We believe the first question that should be asked when making decisions is "What impact will the decision have on student access, learning, development, achievement, leadership, and success?"

- ***Academic and Service Excellence***

We commit to excellence in teaching and student services that develop the intellectual, personal, and social competence of every student.

- ***Diversity, Equity, and Inclusion***

We embrace and celebrate differences and uniqueness among all students and employees. We welcome students and employees of all backgrounds.

- ***Ethics and Integrity***

We commit to respect, civility, honesty, responsibility, and transparency in all actions and communications.

- ***Alliances***

We develop strategic relationships within the college and community, locally and globally, that allow us to grow our knowledge, expand our reach, and strengthen our impact on those we serve.

- ***Leadership and Empowerment***

We commit to growing leaders through opportunity, engagement, and achievement.

- ***Innovation***

Through collaboration, we seek and create new tools, techniques, programs, and improve student learning, student achievement, and institutional effectiveness.

- ***Stewardship of Resources***

We commit to effective utilization of human, physical, financial, and technological resources.

- ***Health, Safety, and Security***

We commit to providing a healthy, safe, and secure environment for all students, employees, and visitors.

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**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.*

## **STRATEGIC PLAN 2019-2024 CORE OUTCOMES**

Core Outcome 1 – Degree/Certificate Completion

Core Outcome 2 – Degree/Certificate Completion Efficiency (Units & Time)

Core Outcome 3 – Transfer to Four-Year Institutions

Core Outcome 4 – Student Employment Following Training and/or Degree/Certificate Completion

## **MEMBERSHIP (and terms of service)**

- ◇ Flex Coordinator (faculty member) acting as a committee co-chair (two-year term)
- ◇ Vice President of Academic Affairs or designee
- ◇ Associate Vice President of Human Resources & Equal Employment Opportunity, co-chair (permanent)
- ◇ 2 Manager/Supervisor/Confidential
- ◇ A combination of six faculty members representing a variety of disciplines appointed by the Academic Senate (including one part-time faculty representative and the committee co-chair)
- ◇ 2 Classified employee representatives (2 year term)
- ◇ Instructional technologist(s) (permanent)
- ◇ HRIS Specialist (permanent)
- ◇ Student member appointed by Associated Students of Hartnell College (advisory vote)

All terms will be two years; members may request re-appointment to successive terms. An additional co-chair will be elected from within the classified employee representatives.

## **MEMBERSHIP RESPONSIBILITY**

Committee members are responsible for keeping their constituent groups informed about Committee actions and matters under review and consideration.

## **FREQUENCY OF MEETINGS**

This committee will meet once a month or as often as needed to address the responsibilities and outcomes described herein.

## **PURPOSE**

The Professional Development & Flex Committee functions to encourage and further the professional development of faculty and staff, which in turn promotes the college mission, vision, values and strategic plans. The Professional Development & Flex Committee develops, implements, and evaluates a professional development plan in accordance with assessed needs of the college. This committee serves as the advisory committee for the college flexible calendar program and is responsible for implementation and compliance with the requirements of that program. Accordingly, this committee will develop and implement an agenda for contractual flex day activities.

The Professional Development & Flex Committee will manage a professional development budget and will guide the development and implementation of programs, procedures, processes, criteria, forms, etc. that will enable all employees an opportunity to request resources for professional development.

### **RECEIVES INFORMATION FROM**

- ◇ Hartnell faculty and staff
- ◇ Academic Senate
- ◇ Office of Academic Affairs
- ◇ Office of Human Resources and Equal Employment Opportunity
- ◇ California Community Colleges Chancellor's Office

### **VOTING TO RECOMMEND ACTION/APPROVAL**

- ◇ Recommended action/approval will be determined by a simple majority of those members present.

### **MAKES RECOMMENDATIONS TO**

- ◇ Hartnell faculty and staff
- ◇ Academic Senate
- ◇ Office of Academic Affairs

### **AGENDAS**

The chairs and/or co-chairs develop the agenda for council meetings. Any individual (student or employee) who wants an item placed on the agenda must submit the item in writing to the chair and/or co-chairs.

### **COMMITTEE RESPONSIBILITIES**

Functions and operating guidelines of the Professional Development & Flex Committee are determined by the Academic Senate, The Office of Human Resources and Equal Employment Opportunity, and applicable sections of California Code of Regulations (Title 5) and the Education Code regarding implementation of a flexible calendar program and college-wide professional development plan.

### **Outcomes/Products**

- ◇ Annual faculty and staff professional development plan based upon a comprehensive planning process that includes needs assessment and evaluation
- ◇ Calendar of professional development activities for faculty and staff
- ◇ Agenda and workshops for contractual flex day activities
- ◇ Acquisition and development of programs of professional development for all college employees
- ◇ Criteria and procedures to assure that professional development funds are expended equitably in support of the college mission, vision, values and strategic plan
- ◇ Monthly report of flex activity approvals and proposals posted to website
- ◇ Monthly report of funded professional development activities.
- ◇ End-of-year report of flex activity proposals, approvals, and attendance as required by District and Chancellor's Office
- ◇ Yearly assessment and evaluation of flexible calendar and professional development program

## **COMMITTEE CO-CHAIR/FLEX COORDINATOR RESPONSIBILITIES**

- ◇ Conduct meetings of the Professional Development & Flex Committee
- ◇ Collaborate with the preparation and publication of meeting agendas and minutes on committee website
- ◇ Brief Academic Senate on committee activities at least twice per semester; present annual professional development plan
- ◇ Plan, coordinate and manage development of the agenda for contractual flex day activities
- ◇ Collaborate to maintain the Professional Development & Flex Committee website
- ◇ Communicate with faculty and staff individually and as a group regarding professional development opportunities and committee approval or denial of flex activity requests and proposals
- ◇ Maintain database documentation of individual faculty flex contracts and compliance with flex requirements
- ◇ In collaboration with the Professional Development Center, develop a website calendar and coordinate on-campus professional development activities for faculty and staff.
- ◇ Maintain currency in professional development topics and policies
- ◇ Give presentations to faculty regarding professional development and flex activities
- ◇ In cooperation with the Vice President of Academic Affairs, prepare end-of-year report of flex activities as required by District and Chancellor's Office
- ◇ In cooperation with the Associate Vice President of Human Resources, conduct annual needs assessment and evaluation of professional development/flex activities
- ◇ In cooperation with the Associate Vice President of Human Resources, create an annual professional development plan

## **BOARD POLICIES AND ADMINISTRATIVE PROCEDURES**

- ◇ Review and recommend for approval new or revised Board policies and administrative procedures related to professional development.

## **PROFESSIONAL DEVELOPMENT**

- ◇ Review and recommend for approval new or revised Board policies and administrative procedures related to professional development.
- ◇ Make recommendations for Flex Day activities related to professional development.

## **EVALUATION OF COMMITTEE EFFECTIVENESS**

- ◇ Conduct annual evaluation of the effectiveness of the committee (spring semester) to be presented at Academic Senate.