Goal 3B: To attract and retain highly qualified employees, Hartnell College is committed to providing and supporting relevant, substantial professional development opportunities.

Plan:

1. The college will establish a college-wide Professional Development Committee with representation from all employee groups and other key individuals.

2. The Professional Development Committee will survey college employees to identify professional development needs and interests, and will develop programs responsive to those needs and interests, consistent with the college’s mission, vision, and values.

3. The Professional Development Committee will develop and implement policies, procedures, and processes for the allocation of resources to employees for professional development activities and programs on an equitable basis.

4. The Professional Development Committee will create a unified approach to professional development on campus, leveraging general and grant funds and working with other committees and groups interested in the professional development of employees (e.g., Diversity Committee, Professional Development Center staff).

5. The college will continually work to identify gaps in its professional development programs and seek ways to address those gaps.
**Goal 3B:** To attract and retain highly qualified employees, Hartnell College is committed to providing and supporting relevant, substantial professional development opportunities.

**Progress:**

1. The college-wide Professional Development Committee has representation from all employee groups (except L39, whose appointed member has not been able to attend meetings) and key individuals whose positions have significant professional development components are members of the committee. Notably, the separate faculty professional development committee was successfully combined with this committee and has operated productively and efficiently for two years as a single college-wide entity.

2. The Professional Development Committee’s four major programs appear to meet the needs and interests of the college community. The committee has participated in the state-wide professional development conference during each of the last three years, and will aggressively “market” the opportunities that those resources create for our employees. All professional development applications for funds, whether for travel and conference, workshops and seminars, or employee innovation, request the employee-learner to identify how the professional development activity is consistent with the college’s mission, vision, and values, strategic priorities, or student success.

3. The Professional Development Committee has continued to refine the policies, procedures, and processes in place to ensure that it is responsive to employees’ requests, and that opportunities are offered to all. One change to the processes that was approved by the committee during spring 2017, for immediate implementation, was to allow one of the two required “share it back” reports for those who receive a Professional Development grant of travel and conference funds, be a photo and caption submission to the President’s Weekly Report. For background, one of the requirements for employees getting travel and conference funds is that they will share what they learned at the conference or workshop they attended in at least two venues when they return to Hartnell. In this way, they are helping to spread new knowledge they gained, increasing the impact of the funds, being an ambassador of the program and the college’s commitment to the professional development of its employees, helping to initiate a broad-based...
discussion of new knowledge and practices in their field, as well as increasing the chances that new knowledge will result in improvement and change at Hartnell to increase student success. The committee heard that some employees were reluctant to participate if they needed to make two public presentations, so it responded by allowing one of those “presentations” be a brief written statement, with photo of them at the conference, submitted for inclusion in the President’s Weekly Report.

4. The Professional Development Committee continues to attempt to maximize professional development funds and opportunities, requests all applicants for funds to identify other possible sources of funding, has many grant-funded personnel on the committee who have first-hand knowledge of those grants’ professional development resources, and also requests that employees who are funded bring back what they learn and share with a broader audience, e.g., at departmental meetings, bag lunch talks, seminar presentations, convocation or flex day activities, or submission of photo and brief story for the President’s Weekly Report.

The Committee also has worked to include in its membership, various members of the college community who work with departments and categorical and grant funds that are earmarked for professional development, so that it can maximize these opportunities.

5. Committee members are committed to responsiveness to their peers, and have been good ambassadors for the professional development programs.

One concern that the committee examines each year is the true cost of attending conferences and workshops. It has re-evaluated—though so far not changed—the limit of funds on its travel and conference program, balancing the interests of making the funds available to as many people as possible against making it possible for the funds to cover the total cost of attending a conference or workshop.
One gap that the college has been aware of for some time is the inequity between opportunities during the regular course of employment for classified staff members to engage in group-wide professional development activities. While faculty have flex days written into their work calendar, the same is not true for classified staff. And, the times that are identified for faculty flex days fall at the beginning of each semester, which is when most classified staff are in an “all hands on deck” period attending to the high volume of work that exists at that time to tend to student enrollment needs and preparing for the new semester. To address this gap, the District identified a time when it could close down all offices, and a subcommittee of the Professional Development Committee, along with the CSEA leadership, prepared a classified staff professional development day for the afternoon of April 7, 2017, that included presentations on safety issues, given by a faculty member on Hartnell’s Incident Command System team, an interactive workshop on Group Dynamics, given by two presenters from CSEA’s state-wide Training-U program, and a presentation from Hartnell’s benefits provider, the Municipalities, Colleges, and Schools Insurance Group on the benefits available to employees. The day was a great success, and plans are under way to make this an annual event.

One interest that was brought forth from the President’s Office to the committee for its consideration was a new program that would make available funds for employees who were attending college classes in pursuit of a degree or certificate. This program, the Employee Scholars Program (see BP and AP 7165), debuts in the fall of 2017 and will be run from the President’s Office, where it was born. It is enthusiastically supported by the committee as an important addition to the many ways that the college supports the development of its employees.