



HARTNELL COLLEGE

**Professional Development Committee**

Minutes

May 6, 2024, 3:00 p.m.

<b>NAME</b>	<b>REPRESENTING</b>	<b>PRESENT</b>	<b>ABSENT</b>
Dianna Rose	CHRO; co-chair		<b>X</b>
Moises Almendariz	Administrative	<b>X</b>	
Augustine Nevarez	Administrative		<b>X</b>
Melissa Chin-Parker	Administrative		<b>X</b>
Janet Flores	Faculty	<b>X</b>	
Sunita Lanka	Faculty		<b>X</b>
John Perez	Faculty	<b>X</b>	
Nancy Wheat	Faculty	<b>X</b>	
Nancy Reyes	Faculty		<b>X</b>
Jazmin Rios	Faculty		<b>X</b>
Delia Edeza	CSEA	<b>X</b>	
Fanny Salgado	CSEA	<b>X</b>	
Katie Holt	CSEA	<b>X</b>	
Ryan Tran	Confidential	<b>X</b>	
Jason Hough	Faculty,	<b>X</b>	
Tracy Gomez	Administrative	<b>X</b>	

**Guest:** Julie Silveira

**CALL TO ORDER AND INTRODUCTIONS**

Meeting called to order at 3:09 p.m.

**ACTION ITEMS**



1. Adopt Agenda MSC: Jason Hough (first), Tracey Gomez (second)
2. Approve April 22, 2024 Minutes MSC: Nancy Wheat (first), Katie Hot (second)
3. Review Mission and Vision Statement  
Motion to table until fall 2024 MSC: Jason Hough (first), Delia Edeza (second)

## **DISCUSSION ITEMS**

### **1. Budget/Processes for Conference Travel**

Julie shared a brief conversation with Dianna and recommendations for changes to help with the process. \$1600 - 3500 depending on it being overnight, 1-day, 3-day, etc.

Moises shared the importance of:

1. Showcasing the opportunities ahead of time for planning
2. Details of specific travel
3. Cost

Coordination needed between the attendee and the one booking the travel. Delia shared the workload issue on booking for others.

Jason shared there has never been an inflation increase on travel. Jason shared he attended the plenary session and with registration, hotel, mileage, and 2 meals. Typically, conference hotels are \$200-250/night. Jason suggested the PDC increase the travel/conference grant stipend increase to \$1,500.

On average conference costs:

In state: \$1,500 - \$1,800

Outside State: around \$2,500

Janet shared the presentation that Gayle did at the last meeting on the availability of PDC funds across campus. There are already a lot of grants that have PD funds attached to them. PDC would be the functioning committee for the processes to make it equitable. We would need to develop a process in place: why/how PDC would then look/approve and release the funds.

2-3 year action plans on how to improve process and structure on PD.

### **2. LINC Training Scheduled, Fall 2024**



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Katie shared the proposed/tentative fall 2024 and spring 2025 training schedule with the committee and asked that these training be flex approved.

Janet thanked Katie for sharing the calendar and bringing it to the PDC.

Katie shared that a survey will be sent out on preferred methodologies, date/times, etc. Most training sessions are new, there will be continued training in the box, etc. Katie shared she also wants to implement a new hire orientation on how to log into DUO, colleague and the different systems in place.

Janet shared the proposal to create a professional development calendar so that at any point for anyone looking for PD can see what is available in different areas. For faculty, it would already be flex approved. We can create a google calendar where folks could subscribe. Janet asked if we could add it to the web pages. It could be embedded into the web page. Janet will work with Katie on getting the calendar developed and added to the webpage.

Update the form.

Perhaps we can add checkboxes on developing categories to see what grant could support it.

Jason made a formal request for summer stipends to be available to get this work done and ready for when faculty return in the fall.

Develop/update form, guidelines.

Who would be interested: Nancy Wheat (depending on the timing)

Moises suggested the business office apply guidelines for the PDC.

**Nancy suggested:**

**Add the process to the travel grant webpage**

**List of other potential budget**

**Instructions from business office specific to faculty traveling to conferences**

**Summer Group: Nancy, Janet, Jason, Tracey**

### **3. PPA Results**

Janet shared the PPA results from the service areas and faculty. There are common themes but it is something to be considered further during the fall 2024 semester.

PPA Question: Do you need to Professional Development

Common themes:



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- Grading for Equity
- Crisis Counseling
- Culturally Responsive
- Gender Identity
- A.I.
- Distance Education
- DSPTS & teaching students with ADHD and other learning abilities

Jason shared that there are online mini-courses available already that we could use to address these topics. As PDC we can be proactive and send out the mini-courses for flex credit. This will show we are responsive towards the interests presented in the PPA.

Janet will be sending another email to remind the faculty of the deadline for submitting the flex credit.

Tracey shared that we have a few trainers for Mental Health First Aid, perhaps we can send more folks to train the trainer and then host more Mental Health First Aid training throughout the year.

Using for example, Get Connected Forum, brown bag sessions to facilitate sharing with others, less formal. How will it work with the logistics, how often and in what format? Moises said Johnny's Hartnell High Impact Teaching Strategies worked well. Hartnell High Impact Practices (HIPs) for school-wide participation.

Professional Development provided during the summer was another item that came through one of the PPAs. Most staff work throughout the summer, perhaps we can offer a pilot program. We could list several PD options on the website with an interest button and see what the response would be.

Fanny shared having PD for classified professionals geared more in mental health to recharge and be ready for the semester. Planetarium could be another option. Perhaps pickleball in the GYM.

Choose a week in the summer "Wellness at Work" and have something everyday of the week and can join. Between the hours of 11 a.m. - 2 p.m.

How do we make it happen?

#### **4. Last look at SSC Schedule**

Send Johnny & Tracey message for students with link for recruitment of students.



Table Question: What's one thing we can do to enhance the student experience?

**Unidos:** *United as ONE (One hartnell logo)*

Hartnell Students We Commit to:

1. Main Campus
2. Soledad
3. King City
4. Alisal
5. Castroville

Johnny suggested a ready to go activity

Guided Discussion Questions for table discussion:

Programs that can help students (Basic Needs, EOPS, Mental Health, Panther Learning Lab) (5 min each group).

In what order: Video, student discussion, program availability

**ADJOURNMENT**

**Next Meeting:**

September 2, 2024