

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
PROFESSIONAL DEVELOPMENT STANDING COMMITTEE REGULAR MEETING**

MONDAY, OCTOBER 17, 2016  
12:00 – 1:00 PM, ROOM C-218

**MINUTES**

**In Attendance**

Leslie Tirapelle, acting co-chair  
Brock Klein  
Debra Krause-Cantarero  
Felisia Mitchell  
Julianna Mosier

**Absent**

Susan Bower, co-chair  
Denise Albright

**Open Appointments**

Faculty Appointment (2 open)  
Student representative

**Guest**

Dr. Lisa Norman

**I. Call to Order – 12:10 PM**

**II. Public Comment on Non-Agenda Items - none**

**III. Information Items**

1. Guest: Dr. Lisa Norman, VP Human Resources
  - Cornerstone on Demand demo
    - Tool recommended by Dr. Norman to offer and track campus-wide professional development activities.
    - PCC already has a contract with Cornerstone for other products, and this product is included in the contract.
    - HR is taking look at the contract to see if there are any issues or anything that needs to be addressed.
    - Hoping to present demo to the committee on November 3, 2016.

**IV. For Discussion and Consultation**

1. Centralizing PD Events
  - HR has been pulling together data on what we've been doing so far and has been looking at the Spring 2016 survey. Dr. Norman was ready to move on creating a PD catalog but decided to wait because she felt she may be moving too quickly on this.
  - Dr. Norman brought a PD catalog that she had developed at another community college. There was a discussion about whether or not we wanted to do something similar, possibly using a product like Cornerstone or possibly both. Catalog would consist of events that occur yearly/planned in advance. Events that come up over the course of the year would be recorded on a central calendar, as we currently are doing.

- A benefit to using Cornerstone on Demand is that it can be structured for each classification and topics that are specific to those groups. It also keeps track of all trainings you have done. It focuses on trainings that PCC provides but can also provide information on trainings offered elsewhere (off-campus, not through PCC).
- Dr. Norman suggested that we implement Cornerstone, a catalog or something similar to show that we are getting PD together and more centralized so the new PD director has something to work off of, a kind of template for what we want for PD so the new director has a starting point.
- There is a grant available to create a comprehensive PD program for the district that would be robust and include all classifications. Writing a proposal for this grant is also a good way to create a specific mindset and also allows us to put in writing what the purpose of professional development is for our district. Dr. Norman will check if we can still apply for this grant. If so, the deadline very likely will be sooner than later.
- PD Standing Committee did look at the Spring PD survey data and sent the data to the different constituent groups for review. The survey helped inform the theme and workshops for Classified Day and Academic Senate created workshops based on that data. PD Standing Committee has not created any programming based on the data, they left that up to each constituency to determine what was best for their group.
- We need to get away from the “last minute” model and start planning ahead. For example, let’s say we have a certain amount of money from equity, which would be enough to fund 5 events. We should plan and set dates for 5 equity events, even if we are not yet sure what the topic is, so that they are on the calendar.
- We need to start finding out what all the trainings are that are currently offered at PCC and determine which would belong in the PD catalog.
  - J. Mosier has agreed (with support) to be our liaison for putting together all this data.

## 2. PD Director Job Description

- Dr. Norman saw all of the committee’s suggestions and appreciates the input.
- Dr. Norman will talk to Dr. Giugni first regarding who this position reports to. From there she and Dr. Giugni will meet with Dr. Vurdien.
- Tirapelle expressed concern over support for the PD director position. If the position remains under Instruction this person may end up without much support, whereas if they were under HR, there would be more support staff, resources and more access to the whole campus.
- Group agreed that selling point of PD director falling under HR is the day to day support that the director will have access to as well as supplies, location, and a connection to campus community. Being in Instruction can give the impression that it is just for the faculty/academic staff.
- Where will the PD director be? Director will need a central location/office that is visible and accessible.
- The job description draft that was shared had this position reporting directly to the president.
- PD Director hiring timeline:
  - Dr. Giugni has the job description and will hopefully be able to look at it this week and give feedback. He will give the approval to post since it is currently under Instruction.
  - If approval is given in the next few weeks and the job is posted in November then application screening most likely will be in February, interviews in early March. Board approval would be sometime in April.

- The person who is hired might want to start right away or they may ask to wait until July 1.
  - Depending on when the interviews occur, there might be a possible delay if we are unable to find faculty members who can serve on the committee (specifically referring to intersessions).
3. PD Program/Annual Plan
- Campus-wide confusion as to whether or not PD should be included in their Program Plans; some departments added it as a line item, others did not.
  - Dr. Norman asked about the Professional Development Standing Committee's annual procedures and if there was anything to share at College Council.
  - PD program plan is due November 7. Because of the short timeline, we may have to just follow last year's plan. We can find the time to do an in-depth review of the plan at a later date.
  - In last year's PD program plan the requested budget was \$400 which included covering Flex Days (shouldn't always be equity) and new faculty seminar (there were no other consistent programs we could request funding for), general funding for conference travel, money for Lynda (at the time we didn't know it would be paid by the state), the PD director and support staff.
  - Things to consider/look at in annual plan:
    - Faculty planning flex day and classified planning classified day - PD committee should be steering these two events to see if other groups can be included and to keep communication open between groups.
    - Makes a lot more sense that this committee consists of chairs from constituent groups.
4. PD Budget
- L. Tirapelle met with Dr. Giugni about the possibility of Instruction covering the cost of reassign time and associated benefits. Dr. Giugni said Instruction doesn't have money but Dr. Olivo may have unused funds that were allocated for Welcome Day. Dr. Giugni will talk to Dr. Olivo and find out.
  - We should only spend a portion of our allotments until we learn if additional funds will be received. Managers may take the biggest hit and take a lot less and other groups also take a little bit less to make up the difference.
  - Equity will pay for Classified Day.
  - PD director will also be paid out of Equity.
5. PD Administrative Procedure
- Leslie put a last call out on edits for the PD Administrative Procedures.
  - Edits will be sent by the end of the week by the committee to Dr. Norman to present to College Council.
  - Committee structure can be part of the revised Procedure; should be identified somewhere; this body should be representative of various constituent groups so there is communication and each groups is represented and we have connection; we have no authority.
6. Additional meeting on Thursday, November 3 at 12:00 pm for the Cornerstone on Demand demo.

**V. Next Meeting: Thursday, November 10, 2016, 12:00 – 1:00 pm**

1. Approve minutes from October 3 and October 17

**VI. Announcements - none**

**VII. Adjournment – 1:12 pm**