

PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

THURSDAY, APRIL 13, 2017
12:00 pm – 1:00 pm, C-218

MINUTES

In Attendance

Susan Bower, co-chair
Leslie Tirapelle, acting co-chair
Denise Albright
Bakhtawar Bhadha

Absent

Brock Klein
Debra Krause-Cantarero
Felisia Mitchell

Open Appointments

Faculty Appointment
Management Appointment
Student Representative

I. Call to order at 12:17 PM.

II. Public comment on non-agenda items – none.

III. Approval of minutes

1. Defer approval of following minutes to next meeting on Tuesday, May 2, 2017:
 - January 12, 2017 minutes
 - February 7, 2017 minutes
 - March 7, 2017 minutes

IV. Information Items

1. SanFACC Mentor Program
 - Sent email campus-wide regarding application to SanFACC mentor program (can be classified staff, manager or faculty).
 - Program is for individuals wanting to move up to leadership/management position, or managers who want to move to higher level (vice president, president, etc.). Chosen participants are matched with a mentor at another college.
 - Sometimes it is difficult to match people. Some years we could not match a mentee with a mentor.

- Asking for volunteers for a sub-committee to choose the top 3 candidates to recommend to the consortium. Other colleges in consortium will then try to match our candidates to mentors at their colleges. We should also have backups ready if we cannot find matches for first three.
 - Need to choose our three candidates by May 1, 2017. There are only about 12 applications. There will be rubric for reviewing the applications and it shouldn't take too much time to go through all of them.
 - Applicants need to state/show that they truly want to move up into management and that they have a definite goal to do so. We are not obligated to have one candidate from each classification.
 - Leslie Tirapelle, Denise Albright and Bakhtawar Bhadha have agreed to review the applications.
 - Applicants were given until this Friday (April 14) to turn in final components of their applications (letters of recommendation, etc.)
2. 2016/17 Budget Review
- Discussion came up with classified senate regarding a misunderstanding that the original \$20K allocated to classified senate was to be augmented by an additional \$30K. Not sure where this misunderstanding came from. There was a discussion in November about possible augmentation for allocations to all constituent groups but this decision was never formally approved. In addition, this possible augmentation was contingent on Dr. Giugni's area paying for the new faculty seminar, which was not approved.
 - Classified Day – there was an understanding that Equity would pay for the event. Denise said the last she heard, Equity would only cover about \$3,000 but that was a while ago and this could have changed.
 - Classified Leadership Institute – there are about 20 people from classified senate attending. Dr. Vurdien has agreed to pay for transportation (college van) and lodging for PCC attendees.
 - Professional Development will most likely get the same amount for our budget as last year.
 - Faculty committee will use an initial \$10K of their (assumed) allocation for the next fiscal year to help cover conference travel over the summer.
3. Professional Learning Network
- New state-wide website. Cost for Lynda.com and two other tools will be paid for by the state. We will soon switch to the state paid service and start directing staff to the professional learning network website.
4. PD Director
- Hiring committee for PD Director position has not convened yet. This is some cause for concern as job posting closed in late February.
 - Management and academic senate have already sent him their list of candidates to be on the committee, not sure if classified senate has done so yet.
 - This position will need some kind of clerical or administrative support. Money saved from Lynda.com may need to go towards clerical support or for expenses that we are not aware of yet (possible that things will come up) so do not think that amount will automatically get distributed.

- We did ask for a budget augmentation in the planning process, most of it to cover the new director, support, office equipment and supplies, etc.
- PD Director will need some kind of support since the college will be going to a flexible calendar and it will be labor intensive to keep track of it.
- Recommendation to academic senate was to get a faculty member with significant release time to work with the PD director to help implement and manage the new flexible calendar.

5. Membership Gaps

- We have three positions still open, one faculty appointment, one management appointment and one student representative.
- PD procedures very specifically outlines how the committee membership should be distributed amongst the different constituencies. Co-chair should be Dr. Giugni; there is also an opening for the PD Director.
- Once the new PD Director is hired, we will need to reevaluate the PD procedures, including committee structure/makeup.

V. Next meeting: May 2, 2017, C-218

VI. Announcements – none.

VII. Meeting adjourned at 12:55 PM