

PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE

TUESDAY, FEBRUARY 7, 2017
12:00 – 1:00 PM, C-218

MINUTES

In Attendance

Leslie Tirapelle, acting co-chair
Bakhtawar Bhadha
Brock Klein
Denise Albright

Absent

Susan Bower, co-chair
Debra Krause-Cantarero
Felisia Mitchell

Open Appointments

Faculty Appointment
Management Appointment
Student Representative

- I. **Call to Order at 12:04 PM**
- II. **Public Comment on non-agenda items – none**
- III. **Approval of Minutes**
 1. Defer approval of January 12, 2017 minutes to next meeting on March 2, 2017.
- IV. **Information Items**
 1. Budget Augmentation Request
 - Leslie working on PD budget augmentation request, which is due by this Thursday February 9. Asking for PD budget augmentation to cover:
 - Salary for PD Director
 - Conference & Travel, release time
 - \$15K for supplies, equipment, printing, etc. for PD Director
 - Some kind of support for Director, whether it is an administrative assistant, clerk or hourly, full-time or at least part-time
 - Augmentation request will go to budget retreat
 2. PD Director Job Posting
 - Asked to extend application deadline to the end of the month since posting was short, the amount of interest in the position at the recent job fair and also since Academic Senate will not be making any appointments for the hiring committee until Spring.
 - Dr. Giugni will be hiring committee chair. There will be two managers, two faculty and two classified staff on the committee.
 3. We are off sanction for accreditation, which is great news for incoming director.
 4. Conference requests from Classified Senate

- Very few requests have come in from classified staff for conferences. Are there any questions or issues about using the funds allocated through PD?
 - Classified Senate confused as to how to cover costs for Senate members to attend the Classified Leadership Institute (this year in Tahoe City, CA) – do they use funds given by District or allocated through PD?
 - \$20K given to Classified Senate from the District and \$20K allocated through PD. Up to Classified Senate to determine how to spend the funds.
 - There seem to be difficulties for classified staff in getting applications submitted to the Senate for approval.
 - Suggestion made that when new PD Director steps in, maybe they can review the structure/process and make recommendations for improvement. Maybe create another committee (such as classified PD committee) that only handles applications for PD funds, etc.
 - Another suggestion is that Classified Senate can come up with a rubric/guidelines for approval; applications will then be turned in to the PD office and they will determine approval for funding based on those guidelines.
5. Classified Day will be scheduled for May 24 or 25. Leslie offered help from PD office once details are laid out.
 6. If there are any themes/topics that can be tied into upcoming Flex/Professional Development Day, please bring it up to the Flex Day committee.

V. **Next Meeting: March 2, 2017, C-218**

1. Examine budget

VI. **Announcements – None**

VII. **Adjournment – meeting adjourned at 12:38 pm.**