

# **PASADENA AREA COMMUNITY COLLEGE DISTRICT PROFESSIONAL DEVELOPMENT STANDING COMMITTEE**

JANUARY 12, 2017  
12:00 – 1:00 PM, C-218

## **MINUTES**

### **In Attendance**

Leslie Tirapelle, acting co-chair  
Bakhtawar Bhadha  
Brock Klein  
Felisia Mitchell  
Julianna Mosier

### **Absent**

Susan Bower, co-chair  
Denise Albright  
Debra Krause-Cantarero

### **Open Appointments**

Faculty Appointment  
Student Representative

- I. **Call to Order at 12:05 PM**
- II. **Public Comment on non-agenda items – none**
- III. **Approval of Minutes**
  1. Minutes from Monday, November 10, 2016 were approved with misspelled name corrected.
  2. Minutes from Thursday, December 1, 2016 were approved.
  3. Minutes from Tuesday, December 6, 2016 were approved.
- IV. **Information Items**
  1. Update on PD Director job posting
    - Position was posted and will close 2/9/2017.
    - Leslie will ask Dr. Giugni if there are any updates on the position.
  2. Renewal of Lib Cal for managing PD events on centralized calendar
    - Since no decision has been made on another calendar/management system, we will renew LibCal and pay with PD funds. Approximately \$1000 was already set aside in the PD budget to pay for the renewal, cost comes in just under that amount.
  3. Update on Program Review and budget allocation
    - Managers were asked to prioritize their goals from the Program Review. High priority items from the PD Program Review were hiring of PD Director, administrative assistant for PD Director, designated office space for PD Director, budget for supplies, materials and equipment, and budget allocation for conference attendance and campus-wide events (\$250K total budget).
    - Currently, Equity will be paying for the PD

4. Question from meeting on December 1, 2016 regarding whether or not PD Standing Committee was a Brown Act committee or not. According to College Council, standing committees (sub-committees) are not. Leslie verified with Crystal.
5. Management Association will find a replacement representative for Julianna Mosier.
  - Julianna Mosier will be leaving PCC. She has already notified the Management Association, which will appoint a replacement.

**V. For Discussion and Consultation**

1. Budget Update
  - Faculty will most likely use all of their allocation for conference travel.
  - Classified - only a few requests have come in, still have majority of allocation available.
  - Management has about \$10K left, will use for PD
2. Develop Campus PD Request Procedures and Approval Guidelines
  - PD Committee should develop a funding request procedure and approval guidelines for anyone requesting PD funds for their PD events (this can be campus-wide or for small events in a particular department/area) so there is clear and consistent information available to campus.
  - Leslie and Susan will look at the academic senate's guidelines as a template and come up with a draft for start with.
  - Part of the approval process should include things such as checking if another department or area should be responsible for that kind of event/theme
  - Currently we have no standardized post-event evaluation process for events funded through PD. This is something we need to work on to close the loop.
  - We need to support and strengthen the idea that the new PD Director/office is the central location where all PD events will be advertised and managed. Currently departments/areas plan and advertise PD events on their own.
3. Begin Discussion on 3-5 Year Planning Process
  - Leslie has not heard back from the planning office on the timeline for the Program Plan.
  - PD Committee has just completed the Annual Update, which is basically a budget request process. The Program Plan outlines long-term goals.
  - Should we create a Program Plan and then use that as a template to create a 3-5 year plan or vice-versa?
  - Suggestion was made to wait until the PD Director is hired so our plans are aligned with the PD Director's goals and vision.
  - Suggestion was made that we should look at Program Plans from schools that have a successful PD program. Leslie has copies from several schools, they are all very generic and similar to what we already have.
  - Our 3-5 year goals should be in alignment with the goals that the president/board of directors sets for the district.

**VI. Next Meeting: Thursday, February 2, 12:00 pm – 1:00 pm, C-218**

**VII. Announcements – None**

**VIII. Adjournment – meeting adjourned at 12:45 PM.**