

Professional Development Committee
Monday, August 22, 2011 – Minutes
9:00am – 1:00 pm
Fremont Campus, Room 7101

- Members Present: Kathleen Schoenecker, Jennifer Tomlin, William Wong, Steve Bitzer, Deb Parziale, Vy Anderson, Shairon Zingsheim, Carol Moridomi, Sandra Evans, Jennifer Parker, Nathan Brown, Holly Dane

- Approval of Minutes – May 13, 2011

- Pre-Grad Dinner: Suggestion of name and title + a little bit of info on the acknowledgment awards at the Pre-Grad dinner. Room felt a little tight. Check-in table personal had to turn people away due to not RSVPing before the event. May need to rearrangement the room or utilize the kitchen area. Maybe move dinner outside. Decorations were great. Meal from Fresh and Natural was good. Nathan Brown did a nice slide show. Jackie Whitehouse improved smoothness of process to signing in and RSVP's.

- Professional Development Committee “Vision for 2011-12 year”: Positive and Inspirational – with a concentration on what we are all doing well to promote **student success!!**

- Learning College Week- 6th year being done. Faculty have to do “Flex Time/Hours.” 4 days (24 hours) are dedicated to Professional Development. 2 days are “Fixed Flex” Days at the beginning of every semester. The faculty have an option to either take a class during Flex Week or schedule their own learning. Faculty Flex was negotiated by the UFO in 1993. Faculty are paid for 4 days of professional development activities in lieu of time in the classroom. Average of 48 hours of flex were completed by faculty 2 years ago.

- Classified Staff workshops are scheduled throughout the semester and during Learning College Week. An annual Professional Development day for Classified staff has been implemented for 3 years.

- Assessment of PIO for 2010-11 and review of 2010-11 Year-End Report:
 - Facilities employees shift changed to swing shift. Problem of communication encountered that most facilities personal spoke Mandarin. Over the past 3 semesters partnered with communications to teach ESL. Went well and email established with increased level of communication.
 - Leadership Book Club meetings thought to bring consultants onsite to help with the group. Also thought to include in Professional Dev day. Also thought to add to Newark Campus.
 - Classified Staff Dev, employees polled to see what topics they have interests in to develop classes and learning.
 - Increase customer service- satisfaction survey sent out with minimal employees taken survey.

- Equal Employee Opportunities Committee EEO committee mandated by chancellors office to assure equal access to employment. Looking for ethnically diverse committee members.
 - Looking at Disney Customer Service Model to implement at Ohlone College.
- Reviewed the 2011-12 Professional Development budget and determined how to best allocate the funds available.
- Online Wiki orientation for faculty and staff. “Ohlone College Wiki” all departments to update their own sections for their own employees. Some departments have updated the content. Nathan Brown to revisit departments to assure info is updated. HR has done a great job to have the info available online, especially adjunct faculty.
- New Faculty and Staff orientation – general college orientation. Faculty liaison to be assigned to new adjunct faculty (currently already being done). Faculty website updated with links available.
 - HR to put on “Orientation the Sequel” for employees 6 months later after their first day of work. Goal is to “Bring the College” to them. Introduce Employee Handbook, benefits, contract, tour of the Newark Campus. Thought to have a general orientation for all new college employees.
- Faculty Handbook revised. More links need to be included.
- Assess POI’s.
 - Classified Prof Day. Learning college week expanded.
- Online Calendar. If needs are identified mid semester, workshops can be set up to have a new class. Maybe a workshop can be recorded and uploaded to be viewed at a later time. Request form available on website for employees to complete with interested topics. Maybe in the RSVPs for Learning College Week- include a “Yes”, “No (if no, why?)”, and “I Am interested, but unable to attend at this time.”
- Reporting requirements for Flex Hours and workshops. Computer Log-in- example for the President’s address to eliminate sign-in sheets. Nathan Brown to coordinate with Deb ideas. Pilot program to try out for Friday- Fixed Flex Day.
- Deb completes annual state “Faculty and Staff Development Flexible Calendar Program Certification” report.
- Professional Development activities from past academic year listed on College Wide Professional Development Workshops 2010-2011 List
- Review of Professional Development Charter aka old title “Staff Development Committee Charter” written over 20 years ago. Last reviewed 11/2000. <http://www.ohlone.edu/org/profdevcomm/docs/staffdevcommcharter.pdf>
 - New Title of “Professional Development Committee Charter” and all terminology changed to “Professional Development Committee” instead of past wording of “Staff Development”
 - Purpose: Modifications made to Charter document. Key Points from Goals to be added by Deb. Will be reviewed again during out first meeting.
 - Membership Composition: Ideal-
 - Faculty: 6 member (Recommended representative from Student Services & Instruction, Faculty Senate)
 - Classified Staff: 6 member (Recommended 4 CSEA and 2 SEIU)
 - HR Staff: 1 or 2 member

- Confidential: 1 member
 - Academic Management: 1 member
 - Classified Management: 2 member (Recommended 1 from IT)
 - Administrator: 1 member
 - Student: 1 member (ASOC Member or student endorsed by ASOC)
- Requests has been made by Deb and no students have attended.
- Meeting Time: Meet the 2nd Friday of the Month- change time to 1:30 to 3:00 pm.
- Individual Flex- Projects and Funded requests are approved by all. Own personal funded requests- to be approved by Committee Chair (Deb).
- Funding and conference and flex approval to continue as it has been. Scanned in and emailed to committee members Jennifer Parker volunteered to take the job. Three committee members to vote on approval via email.
 - Make the entire process online with an electronic signature from manager and Committee Chair. All stored online.
 - Past \$25,000 for Prof Dev Funding. Employees \$500/each. This year- Conference funding: \$20,000. Thoughts: give all employees \$250 or adjuncts cut to \$250. Out of state travel continues to be approved by Dr. Browning. Discussion of how to allocate funds. May need to revisit topic at next retreat.
 - Voted by committee members: to give Adjuncts: \$250/academic year and Full-time employees: \$400.
- Suggested agenda topic of advertising on Prof Dev website grants and conferences that are available.
- Suggested to plan another Retreat for the beginning of next semester.
- Adjured at 1232.

Respectfully Submitted, Holly Dane