

PROFESSIONAL DEVELOPMENT PROCESSES—REPORT AND EVALUATION

Procedure:

1. HR Manager prepares annual report on professional development activity, after June 30, in cooperation with the Staff Development Committee, CSEA Professional Development Committee, and the Flex Day Committee.
2. Presents report to College Council the following Fall Semester, receives comments and recommendations.
3. HR Manager reports back comments and recommendations to the applicable committees.

Staff Development Committee Fund Report

List professional development proposals that received funding this year, providing name of professional development activity, amount awarded, department or division employing the successful applicant, and applicable professional development goals as identified in the December 10, 2007 memorandum from the PVC Staff Development Committee:

Activity	Amount Funded	Department or Division	Goal

Professional Development Committee comments:

Julene Marquez, Instructional Services Secretary, Lisa Holmes, Instructional Services Manager reported no activity on Staff Developments for the fiscal year 2011/2012.

Russi Egan, CBO reported that there were no funds received by the state for Staff Development.

CSEA Professional Growth Fund

List professional development proposals that received funding this year, listing name of professional development activity, amount awarded, department or division employing the successful applicant, and applicable professional development goals as identified in the CSEA-District agreement:

The current process is to issue a warrant for the \$8,000 the beginning of each year directly to CSEA. CSEA then issues their own check to pay the employees for their Professional Growth. There is a CSEA committee assigned each year to approve each request. The following is a list of approved requests for the 2010/2011 fiscal year.

Classified Employee Number	Semester	Activity	Amount Funded	Department or Division	Goal
034278	Summer 2011	Classes	\$722.00	Student Services	BS Behavioral Science
034325	Summer 2011	Classes	\$722.00	Instructional Services	BA Liberal Studies
034281	Summer 2011	Classes	\$722.00	Student Services	BA Liberal Arts
034286	Fall 2011	Classes	\$300.00	Instructional Services	AS General Studies
034325	Fall 2011	Classes	\$840.00	Instructional Services	BA Liberal Studies
034281	Fall 2011	Classes	\$840.00	Student Services	BA Liberal Arts
034325	Winter 2012	Classes	\$840.00	Instructional Services	BA Liberal Studies
034286	Spring 2012	Classes	\$300.00	Instructional Services	AA Emphasis on Business & Technology
GRAND TOTAL					\$5,286.00

CSEA Professional Development Committee comments: Professional Growth Compensation

Section 2. Professional Growth Compensation

- A. A one-time payment of \$200.00 per semester unit or \$140.00 per quarter unit will be paid regular classified employees upon completion of courses not offered at Palo Verde College. Such courses must be part of a program of professional advancement approved by the immediate supervisor and the Superintendent/President. A one-time payment of \$100.00 per semester unit will be paid to regular classified employees who take courses on their own time at Palo Verde College as part of a program of professional advancement approved by the immediate supervisor and Superintendent/President. The program must be approved at least one month prior to enrolling in the courses and the professional advancement process should become part of the yearly performance appraisal conferences.

- B. There shall be a \$8,000 maximum annual District contribution toward payment of professional growth programs for the benefit of unit members, including the cost of release time (based upon the unit members' hourly rate of pay) to participate in such programs during duty hours. Payment of professional growth is based upon full-time unit members receiving 100% of the professional growth rate, limited to six (6) units per semester and pro-rated for permanent part-time unit members based on the number of hours worked per week, limited to three (3) units per semester. If a unit member receives any monies from another

source (i.e., staff development, financial aid, grants, etc.) the person shall not be entitled to receive district professional growth funds.

Any unused portion of the annual District contribution of professional growth will be carried over to the following fiscal year and every fiscal year thereafter. Upon written request from CSEA, an annual summary of the account status will be submitted to the CSEA Executive Board. In addition, classified employees are eligible to use staff development funds beyond the amount of this agreement by application to the Staff Development Committee.

- C. A unit member will receive up to three hours of release time per week when such unit member must take a course to receive an A.A./A.S. degree at the end of the term and the course is not taught during the unit member's non-working hours. If a unit member elects to receive release time during their normal working hours, they shall not be entitled to additional compensation as stated in Item A.

- D. Any number of courses may be taken during an employee's non-duty time. An employee may be excused from duty to take one approved course or class a semester with the approval of the immediate supervisor. Such a plan should be a part of a professional growth plan. Alternate coverage for the position shall be arranged. No professional growth plan will be required if the released time involves a short seminar or conference that is connected to job performance.

Flex Day Programs

This is a list of each Flex Day and Institute Day with summaries of participants attending each program.

Flex Day

November 20, 2012 – Flex Day
Accident Reporting for Faculty
a.m. session - employees
p.m. session - employees

November 20, 2012 - Accident Reporting for Management
13 employees in attendance

2012/2013

Staff Development
Tuesday, November 19, 2012
Full Administrative Council Review of CSEA agreement:
Effective Evaluations
Protocols
Due Process
Progressive Discipline
Work Competency
Dress Code
Coming to work on time

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Activity	Amount Funded	Department or Division	Goal
Waves Conference – Walnoha & Woods	979.14	Registrar's office	information

Professional Development Committee comments:

Per Julene Marquez, the Instructional Services Secretary assigned to Staff Development. Two employees have been approved to use funds in the 2010/2011 fiscal year.

CSEA Professional Growth Fund

List professional development proposals that received funding this year, listing name of professional development activity, amount awarded, department or division employing the successful applicant, and applicable professional development goals as identified in the CSEA-District agreement:

The current process is to issue a warrant for the \$8,000 the beginning of each year directly to CSEA. CSEA then issues their own check to pay the employees for their Professional Growth. There is a CSEA committee assigned each year to approve each request. The following is a list of approved requests for the 2010/2011 fiscal year.

Classified Employee Number	Semester	Activity	Amount Funded	Department or Division	Goal
147611	FALL 2010	CLASS	300.00	Instructional Services	AS Administrative Office Assistant
164210	FALL 2010	CLASS	300.00	Administrative Services	AS Business Management
124251	FALL 2010	CLASS	600.00	Instructional Services	AS General Studies
131845	FALL 2010	CLASS	840.00	Instructional Services	MA General Human Services
023253	FALL 2010	CLASS	420.00	Student Services	BA Liberal Arts
139259	FALL 2010	CLASS	560.00	Student Services	BS Behavioral Science
069758	FALL 2010	CLASS	840.00	Administrative Services	BA Business Administration
023253	FALL 2010	CLASS	420.00	Student Services	BA Liberal Arts
131845	WINTER 2011	CLASS	840.00	Instructional Services	MA General Human Services
139259	WINTER 2011	CLASS	840.00	Student Services	BS Behavioral Science
023253	WINTER 2011	CLASS	840.00	Student Services	BA Liberal Arts
212151	WINTER 2011	CLASS	840.00	Student Services	BA Liberal Studies
124251	SPRING 2011	CLASS	300.00	Instructional Services	AS General Studies
195491	SPRING 2011	CLASS	300.00	Instructional Services	AA Liberal Arts
147611	SPRING 2011	CLASS	300.00	Instructional Services	AS Administrative Office Assistant
060368	SPRING 2011	CLASS	300.00	Instructional Services	CE for Teacher Permit
212151	SPRING 2011	CLASS	840.00	Instructional Services	BA Liberal Studies
139259	SPRING 2011	CLASS	840.00	Student Services	BA Behavioral Science
023253	SPRING 2011	CLASS	840.00	Student Services	BA Liberal Arts
TOTAL FOR 2010/2011				\$11,360.00	

CSEA Professional Development Committee comments: Professional Growth Compensation

Section 2. Professional Growth Compensation

A. A one-time payment of \$200.00 per semester unit or \$140.00 per quarter unit will be paid regular classified employees upon completion of courses not offered at Palo Verde College. Such courses must be part of a program of professional advancement approved by the immediate supervisor and the Superintendent/President. A one-time payment of \$100.00 per semester unit will be paid to regular classified employees who take courses on their own time at Palo Verde College as part of a program of professional advancement approved by the immediate supervisor and Superintendent/President. The program must be approved at least one month prior to enrolling in the courses and the professional advancement process should become part of the yearly performance appraisal conferences.

B. There shall be a \$8,000 maximum annual District contribution toward payment of professional growth programs for the benefit of unit members, including the cost of release

time (based upon the unit members' hourly rate of pay) to participate in such programs during duty hours. Payment of professional growth is based upon full-time unit members receiving 100% of the professional growth rate, limited to six (6) units per semester and pro-rated for permanent part-time unit members based on the number of hours worked per week, limited to three (3) units per semester. If a unit member receives any monies from another source (i.e., staff development, financial aid, grants, etc.) the person shall not be entitled to receive district professional growth funds.

Any unused portion of the annual District contribution of professional growth will be carried over to the following fiscal year and every fiscal year thereafter. Upon written request from CSEA, an annual summary of the account status will be submitted to the CSEA Executive Board. In addition, classified employees are eligible to use staff development funds beyond the amount of this agreement by application to the Staff Development Committee.

- C. A unit member will receive up to three hours of release time per week when such unit member must take a course to receive an A.A./A.S. degree at the end of the term and the course is not taught during the unit member's non-working hours. If a unit member elects to receive release time during their normal working hours, they shall not be entitled to additional compensation as stated in Item A.

- D. Any number of courses may be taken during an employee's non-duty time. An employee may be excused from duty to take one approved course or class a semester with the approval of the immediate supervisor. Such a plan should be a part of a professional growth plan. Alternate coverage for the position shall be arranged. No professional growth plan will be required if the released time involves a short seminar or conference that is connected to job performance.

Flex Day Programs

This is a list of each Flex Day and Institute Day with summaries of participants attending each program.

August 13, 2010 – Institute Day
a.m. session - 93 employees
p.m. session - 94 employees

October 1, 2010 – Flex Day – Agenda attached
a.m. session - 33 Full Time Faculty
1 Adjunct
p.m. session - 26 Full Time Faculty
1 Adjunct

November 16, 2010 – Flex Day/Career Day –
List of workshops showing faculty/staff workshops
List of faculty/staff event participation

February 11, 2011 – Flex Day - Agenda attached
a.m. session – 29 Full Time Faculty
1 Adjunct
p.m. session - Breakout sessions
1-2 p.m. - 20 Full Time Faculty – Instructional
1 Adjunct
1-2 p.m. - 5 Full Time Faculty – Counselors
1 Classified
2-3 p.m. - 26 Full Time Faculty
1 Adjunct

April 21, 2011 – Flex Day – Agenda attached
a.m. session- 31 Full Time Faculty
1 Adjunct
p.m. session - 29 Full Time Faculty
1 Adjunct

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None reported			

Professional Development Committee comments:

Per Julene Marquez, the Instructional Services Secretary assigned to Staff Development, “no money has been approved for the 2009/2010 fiscal year for Staff Development (Professional Growth)”. As of 06/30/10, there was currently \$7,589.00 in the staff development fund that was carried over from 2008/2009. Per Cindy Pickering: “Staff Development funds were received a couple of years ago and were to be spent by June 30, 2009; however, since the Chancellor’s office is short of people, they’ve never requested a report from us. Two employees have been approved to use funds in the 2010/2011 fiscal year with the rest of the funds to be used to cover prior District expenses.” I have no current report on how those funds were expended.

CSEA Professional Growth Fund

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179663	FALL 2009	CLASSES	840.00	ADMIN SRVCS	MA BUSINESS ADMINISTRATION
069758	FALL 2009	CLASSES	840.00	ADMIN SRVCS	BA BUSINESS ADMINISTRATION
160026	FALL 2009	CLASSES	200.00	IT/M&O	CERTIFICATE - OFFICE ASSISTANT
202058	FALL 2009	CLASSES	600.00	INFO TECH	AS COMPUTER SCIENCE
131845	SPR 2010	CLASSES	840.00	TITLE III/IN SRV	MA GENERAL HUMAN SERVICES
195491	SPR 2010	CLASSES	300.00	DIST ED	AA LIBERAL ARTS
212151	SPR 2010	CLASSES	600.00	STUD SERVICES	AA LIBERAL ARTS
164210	SPR 2010	CLASSES	DROPPED	ADMIN SRVCS	AS BUSINESS MANAGEMENT
TOTAL FOR 2009/2010			\$4,220		

CSEA Professional Development Committee comments: Professional Growth Compensation

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August 21, 2009 –	Flex Day – Agenda attached
a.m. session-	33 Full Time Faculty
	2 Adjunct
	1 Classified Manager
p.m. session -	28 Full Time Faculty
	1 Adjunct
	1 Classified Manager
October 6, 2009 –	Institute Day
a.m. session -	93 employees
p.m. session -	94 employees
November 19, 2009 –	Flex/Career Day 2009 _ Agenda attached
a.m. session –	29 Full Time Faculty
p.m. session -	Keenan & Associates Presentation
	22 Full Time Faculty
	15 Admin/CI Mgnt
	25 Classified
January 11, 2010 –	Flex Day – Agenda attached
a.m. session -	35 Full Time Faculty
	2 Classified Managers
	1 Consultant
	1 Adjunct
p.m. session -	36 Full Time Faculty
	1 Adjunct
	1 Classified Manager
March 19, 2010 –	Flex Day – Agenda attached
a.m. session -	32 Full Time Faculty
	1 Adjunct
p.m. session -	25 Full Time Faculty
	1 Adjunct