

**Strategic Goal 5 Sub-Committee I Minutes to Meeting
Tuesday, 4/2, 2:00-3:00, C208**

Present: Mary Chatigny, Jose Dejesus Gil, Christine DeRosa, Sharon McDermot, Pat Morrow, Kathy Ronaldson, Sue Tashjian and Charlene Woodard

What is already offered for professional development opportunities at NECC?

There was discussion around and a sharing of information regarding the various ways in which professional development is provided to employees on campus. While the center for professional development (CPD) provides many opportunities through its programs, the human resource development (HRD) department also provides coordinated workshops through the Living Our Vision of Excellence program.

Both areas offer professional development opportunities (PDOs) for faculty and staff to participate given their level of interest. Mary noted that there is also an operational/strategic plan Excel document that incorporates CPD, HRD and other area of the college's professional development initiatives. **ACTION ITEM: Mary** will forward it to the team for all to review. **Follow-up note:** See attachment to Minutes of Meeting email for file and do **NOT** distribute beyond SG5 as this is for informational purposes only.

Through the strategic plan initiative, the college is spending funds in different areas (or pockets) for PDOs and we could very well be duplicating efforts or spending more than we need to. Centralizing PDOs was discussed and how we could also benefit from this process when it comes to evaluating and assessing the value of specific PDOs.

How do people access PDOs currently?

The team engaged in a discussion around access (and how this has different meanings) as well as the promotion of opportunities versus the delivery modes of offering PDOs including:

- How does an employee access particular PDOs?
 - Sue mentioned we need to take into account the 'delivery mode'. For example, a PDO could be accessed:
 - Online
 - Face-to-face
 - On- or off-campus
 - Through mailings/publications
 - Through the formal professional development funding process currently in CPD
 - Through the formal professional development funding process in the AFSCME union
 - Other venues

How an employee accesses a PDO depends on the type of PDO that an employee is looking for. For example, computer classes versus the NECC Leadership Academy program or an orientation workshop through LOVE versus attending the Statewide Conference on Teaching, Learning & Student Development.

- How do different employee groups **gain** access to PDOs?

- With DCE faculty, support staff, non-unit professionals, faculty, etc., each group has different needs regarding what their PDOs might be as well as what time works best, who will support/encourage them to attend, how funding will be handled, etc.
- The politics of who goes in specific areas was discussed. Do we have an equitable process in place so that different employees from the same area of the college have the same access to and consideration given to them when it comes to PDOs?
- There was also discussion about how employees access their own job specific development that may not be available through a formalized PDO. Are they mentored or coached by a member of their area's staff? Does someone follow-up with them regularly to ensure they are on track with their own job specific training?

What external PDOs do we already offer?

There are several leadership programs that are offered that exist beyond the internal Support Staff Development Institute (SSDI) and NECC Leadership Academy like the Chair Academy and the Community College Leadership Academy (CCLA). These particular PDOs do have guidelines and eligibility requirements like the internal programs. **ACTION ITEM: Christine** will forward this inventory list to the sub-committee members. **Follow-up note:** See attachment to Minutes of Meeting email for file and do **NOT** distribute beyond SG5 as this is for informational purposes only.

There was discussion around how much funding we spend on travel to off-campus conferences, workshops, events, etc. **ACTION ITEM: Sharon** will request year-to-date travel expense information from accounting and finance (A&F). It was noted that the A&F department is busy with the fiscal year-end closing and the new fiscal year preparation tasks, so receiving this information may be delayed.

Next SG5 Sub-committee I meeting:

ACTION ITEM: Christine will send out a Doodle poll requesting a meeting for the week of 4/15 and confirm the next meeting date/time with committee members. (Notes: Mary is not available Tuesday, 4/16, from 2:00-3:00 and Pat is not available Thursday afternoons.) **Follow-up note:** Visit link to participate at: <http://www.doodle.com/hrurw939eferm9m9>.

ACTION ITEM: All members are asked to submit agenda items to Christine before Friday, 4/12.

Next SG5 meeting: Tuesday, 4/23, from 2-3:30 in C208.