



**PIERCE COLLEGE
MEMORANDUM**

DATE: May 22, 2018
TO: Dr. Kathleen Burke, Deputy Chancellor
FROM: Shannon Krajewski, Professional Development Calendar
RE: Cornerstone Summary

This memo serves to summarize and request your support for LACCD Colleges and District office to join the state chancellor's office Cornerstone project.

Background

Initially launched as a pilot funded by the state chancellor's office through CCCTech Connect, this pilot is now a full implementation, as so many schools have been eager to join.

Cornerstone is a leading learning management tool that, among many other features, provides a centralized place to take and track online and in-person training and workshops. This program is for all employees – faculty, classified and administration.

Benefits

The Cornerstone system connects the existing Professional Learning Network (PLN) and the district's SAP system, making it a powerful tool with the following benefits, as well as many more:

- Human Resources/Compliance
 - Automated tracking of compliance training, including automated reminders for employees to complete, ability for supervisors/HR to view and run reports about who has completed
 - Ability to push any training through this portal and track completion, use automated reminders, etc., including: orientation, Title IX, emergency/safety (i.e. active shooter, evacuations, etc.)
 - Ability to import organizational hierarchy and allow supervisors to view, track, recommend and require development and compliance activities
 - Ability to import employee type (faculty, classified, administrator, etc.) and/or by CBU to target key information to these groups, if desired
- Faculty Flex
 - Automatic, online tracking and reporting of FLEX
 - Generate reports regarding FLEX completion
 - Ability for faculty to see live-time declining balance of FLEX obligation
 - When a faculty member attends an event or completes a training/activity, it can be automatically added to their FLEX/PD record
- Professional Development
 - Tracking PD related to Guided Pathways and AB 705
 - Centralized calendar for all PD activities that can be shared amongst all LACCD campuses and statewide

- Online creation of a tracking of individual professional development plans with transparency to both managers (knowing what trainings their staff has taken) and to staff and faculty (knowing how many hours they've accrued, being able to sign up online, etc.)
- Provide and track customized training to each college or district-wide
- Access thousands of Lynda and Skillsoft trainings via PLN and assign and track completions
- Event Management & Marketing
 - For all campus-specific or district-wide events events/programs (including PD, EAP, symposiums, conferences, etc.), automatic management of RSVP's, reminders, marketing, and evaluation of all activities
 - Push notifications for activities to employees, as desired (i.e. employees can select areas of interest and when an activity/event is added regarding that interest, they will receive notification)

Cost

This program is funded by the state chancellor's office.

Support Needed

We are requesting your support of this project, including assistance in working with Cornerstone to provide the necessary SAP files to load into the system.

Timeline

Ideally, we would like to start this project at the beginning of this summer, at the latest, so we are ready for a full launch by the start of the Fall term.

Thank you.