

Professional Development Plan (PDP) 2019-2020

Table of Contents

Palomar College Professional Development	1
History of Professional Development (PD)	1
Professional Development Program Leadership	1
Professional Development for All Employees	2
Full-Time Faculty Requirement	2
Part-Time Faculty Eligibility	2
Classified Staff, CAST, and AA Eligibility	2
Tracking and Reporting of Professional Development	2
The Professional Development Plan (PDP)	2
Acceptable Professional Development Activities	2
Professional Development Goals	3
2019-2020 Professional Development Annual and Ongoing Goals per PD Committee Workgroup	3
Annual Professional Development Activities/Events	4
Professional Development Training Needs	5
Goal: Provide Training to meet Guided Pathways	5
Professional Development Needs Assessment Survey	6
Professional Development Expenditures	10

Palomar College Professional Development

History of Professional Development (PD)

Palomar College Board Policy 7160 states, "All eligible employees will be afforded opportunities and encouraged to participate in professional development/professional growth activities." Palomar College has participated in the California Community College's (CCC) flexible calendar program since 1988. This program allows for colleges to use designated days of the academic calendar for faculty professional development. The PD program has historically been focused specifically on PD for faculty; however, in 2014 Assembly Bill 2558 was passed to expand PD to staff as well.

Since the passing of AB 2558, [Ed Code Sections 87150-87154](#) have been updated and the Community College Faculty and Staff Development Fund was replaced with the Community College Professional Development Program (CCPDP). The CCPDP provides the requirements for leading a PD program that would be eligible for funding from the state. The eligibility is based on having a program that provides PD to both faculty and staff, and the college must complete the following three requirements, as stated by Ed Code:

- A. A statement that each campus within the community college district has an advisory committee composed of administrators, faculty, and staff representatives, which has assisted in the assessment of the faculty and staff development needs and in the design of the plan to meet those needs.
- B. A campus-wide Human Development Resources plan has been completed for the current and subsequent fiscal years.
- C. A report of the actual expenditures for faculty and staff development for the preceding year.

Requirement A, to have an advisory committee representative of all employee groups, was completed in the Fall of 2016. The Professional Development Advisory Board composed solely of faculty was replaced with the Professional Development Committee (PDC) composed of representatives from all employee groups. This Professional Development Plan (PDP) fulfills requirements B and C by developing a college-wide PD plan which includes expenditures.

The development of the PDP is a collaborative process of the Professional Development Committee (PDC) along with feedback from all constituent groups through the use of an anonymous survey with open-ended questions.

Professional Development Program Leadership

Palomar College Professional Development is led by the Faculty Professional Development Coordinator who oversees the Professional Development program. This position is a faculty member who is appointed by the Faculty Senate every other year for a two-calendar-year term with the option to reapply. They are given 80% release time. The PD Coordinator reports administratively to the Assistant Superintendent/Vice President for Instruction. Primary responsibilities for the PD Coordinator are defined in the [Palomar Faculty Federation \(PFF\) agreement, Article 10](#). Since Fall of 2014, the Faculty Professional Development Coordinator position has been held by Professor Kelly Falcone.

In Spring 2019 a new CAST-level Professional Development Program Coordinator position was approved. This new position replaced the previous PD Staff Assistant position (unfilled since summer 2018) and provided additional leadership needed for an all-college PD Program. The hiring process began in Fall 2019 and a new Professional Development Program Coordinator was hired in March 2020 (board approval on March 10th, 2020). Palomar welcomed Matt Grills as the new PD Program Coordinator to provide additional leadership to the program and focus primarily on the PD needs of staff, admin, and short-term employees.

The PD Coordinator's are supported by the Professional Development Committee. The Professional Development Committee (PDC) is the shared governance committee responsible for ensuring that the Professional Development program is effectively supporting the needs of all employees and the institution. The PDC reports to the Strategic Planning Council and has representatives from all employee groups.

The PDC is responsible for the following four goals:

1. Develop the Human Development Resource Plan (i.e. Professional Development Plan).
2. Ensure the college is providing learning opportunities for all employees.
3. Oversee the reporting and tracking of learning from all employee groups.
4. Oversee the budget and expenditures for all PD.

Professional Development for All Employees

Full-Time Faculty Requirement

Full-Time (FT) faculty are required to complete 42 hours of Professional Development. The 42-hour requirement is decreased for faculty on sabbatical or medical leave. Faculty on load bank leave are still required to complete all 42 hours. PD hours can be completed any time throughout the year. If FT faculty do not complete their requirement, pay is deducted from the last paycheck of the year.

For additional requirement information, please refer to [Article 10 of the PFF Union contract](#).

Part-Time Faculty Eligibility

Part-Time (PT) faculty are eligible to be paid for PD based on their semester workload (instructional + non-instructional load). PT faculty are paid for their PD hours with their last check of the semester. PT faculty PD hours must be completed by December 1st in the Fall and May 1st in the Spring in order for the hours to be included in their last paycheck of the semester.

For additional requirement information, please refer to [Article 10 of the PFF Union contract](#).

Classified Staff, CAST, and AA Eligibility

Classified staff, CAST, and AA are encouraged to participate in Professional Development activities, but are not provided additional compensation unless they are eligible to apply for the Professional Growth Program. The Professional Growth Program is designed to provide incentive to permanent classified employees, CAST, and Classified Administrators, to enhance and/or update their performance through continuing education, participation in professional organizations, and/or Palomar College governance committees.

For more information about the Professional Growth Program please refer to the website:
<https://www2.palomar.edu/pages/hr/employees/personnel/classified/professionalgrowth/>

Note: Employees may be required to complete mandated trainings. Mandated trainings for employees will be offered through the PD software program and overseen by the appropriate departments (i.e., Human Resources and Environmental Health and Safety).

Tracking and Reporting of Professional Development

The Professional Development program uses the college's 3PD Portal which is a part of the CCC Vision Resource Center and uses the software program called Cornerstone On Demand. Detailed instructions for how to register for PD workshops and track completed hours are included in the [3PD Portal guide](#).

The Professional Development Plan (PDP)

The PDP will serve as a guide to developing and implementing a successful Professional Development Program for all employees of Palomar College. The PDP will be considered a live document and will be updated throughout the year with outcomes and accomplishments as they occur.

Acceptable Professional Development Activities

Professional Development workshops and activities must align with Title V and Ed Code. Annual reporting to the state is based on Title V and funding is based on Ed Code.

Acceptable Professional Development Activities Include:	
According to Title 5	According to Ed Code
A. Course instruction and evaluation; B. Staff development, in-service training and instructional improvement;	A. Improvement of teaching; B. Maintenance of current academic and technical knowledge and skills;

C. Program and course curriculum or learning resource development and evaluation; D. Student personnel services; E. Learning resource services; F. Related activities, such as: student advising, guidance, orientation, matriculation services, and student, faculty, and staff diversity; G. Departmental or division meetings, conferences and workshops, and institutional research; H. Other duties as assigned by the district; and The necessary supporting activities for the above.	C. In-service training for vocational education and employment preparation programs; D. Retraining to meet changing institutional needs; E. Intersegmental exchange programs; F. Development of innovations in instructional and administrative techniques and program effectiveness; G. Computer and technological proficiency programs; H. Courses and training implementing affirmative action and upward mobility programs; and I. Other activities determined to be related to educational and professional development pursuant to criteria established by the Board of Governors of the California Community Colleges, including, but not necessarily limited to, programs designed to develop self-esteem.
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Professional Development Goals

2019-2020 Professional Development Annual and Ongoing Goals per PD Committee Workgroup

Annual/Ongoing Goals	Not started	In Progress	Completed	REVIEW
Workgroup: Entire PDC committee				
Develop PD budget			X	A budget was developed, a budget was provided, and the budget was quickly returned to the general fund due to the college's Fiscal Crises.
Create PDC committee work groups to oversee PDC annual/ongoing goals			X	
Communication Workgroup: Erin Feld, Donna Aviles, Adelina Hernandez-Coria				
Continue to increase participation in PD		X		This goal will become a continual annual goal for the committee
Create a campaign for how to communicate on Connect Communities when people have questions		X		Continue in 2020-2021
Annual Events/Activities Workgroup: Alexandra Doyle-Bauer, Gina Sanders, Maria Zapien-Rangel, Olga Diaz				
All College Plenary Fall			X	Successfully completed
All College Plenary Spring			X	Successfully completed
Leadership Academy			X	Successfully completed
Employee recognition ceremonies			X	Successfully completed. This year the employee recognition celebration was our first all-college celebration and our first virtual celebration.
Onboarding Workgroup: Deanna Shoop, Christine Winterle, Lisa Burns				
Curate and create on-boarding curriculum for all employee groups		X		Continues to be In Progress pending the creation of the training.

Set-up the 3PD Portal to automatically assign on-boarding curriculum for new employees	X			This goal is dependent upon the creation of training.
Training Content Workgroup: Richard Albistegui-Dubois, Denise Vanderstoel, Kalyna Lesyna, Eileen Poole				
Offer PD at all Palomar locations		X		Although we were not able to provide a large amount of onsite training at all sites, due to COVID and the move of all PD online this provided the ability for employees at all sites to participate.
Work on offering more Palomar-specific trainings (online and face to face)		X		Identified Palomar-specific training, primarily in Fiscal services. Next step is to develop the training and offer it.
Develop a system for ensuring the PDC is aware of all PD goals across the campus		X		We did not identify a system, but we did increase the awareness of the importance of PDC understanding the needs as addressed in other college plans.
Offer PD as requested by employees (use the list of suggested training by department as requested in the 2018 PD survey)		X		We offered MOST of the training requested.
Offer more technology training that is not offered by ATRC		X		Promoted the technology training provided by the Vision Resource Center.
Professional Growth Program (PGP) Workgroup: Maria Zapien-Rangel, Christine Winterle, Denise Vanderstoel				
Integrating/understanding/interpreting the differences and similarities between PGP and PD.	X			We have not made progress on how to help employees understand the similarities or differences among the Professional Growth Program and Professional Development Program.

Annual Professional Development Activities/Events

The PD Office either offers or assists with several annual activities/events.

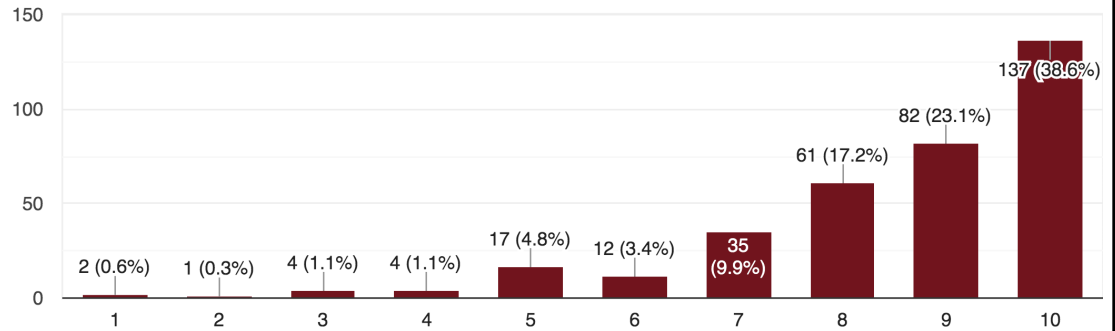
Annual PD Activity	Review
Leaders of Learning Academy June 5-6 2019	32 Faculty attended the first annual Leaders of Learning Academy. Evaluation showed attendees found the workshop very valuable. One attendee stated "Programs like this are truly what "professional development" is about. In addition to learning some specific new strategies and approaches to try, it also opened my mind to other ways of thinking about challenging situations in the way I teach. And networking with my PALOMAR colleagues on strictly teaching matters is an opportunity every faculty member should take when offered. I learned so much." Independent Contractor= \$2,500

	Books= \$800 Food= \$1,203.00
The Nuts and Bolts of Teaching at Palomar Fall 2019	50 faculty members attended. I would recommend this workshop to others= 4.41/5 This workshop met my professional development needs/goals= 4.32/5 This workshop gave me information, strategies, or tools to use in my job= 4.41/5 Comment from evaluation: "I have been teaching at Palomar for 23 years, and thought that I knew pretty much about everything, but this workshop proved me wrong. It was a nice refresher and an opportunity to learn about the latest changes, and to help me better connect with my students.
New FT Faculty First Year Experience	We have 38 new FT Faculty members who participated in the FT Faculty First Year Experience
Fall All-College Plenary Agenda	Fall 2019 All-College Plenary took place on August 15th and 16th. This year we adjusted the time so that both days were from 8am-4pm and both days began at the theater with an hour of passing out information followed by a keynote. Participation this year was the highest we have ever had. The Thursday keynote was a kickoff to our new program called Math Across the Curriculum Holistically (MATCH) which was conducted as a collaboration among various departments about how math can be integrated into all disciplines. The Friday general session was shortened to allow time for a keynote speaker, Tim Wise. Time received a long standing ovation and the feedback has been great. In order to shorten the general session our leadership provided written updates this year. Leadership Updates Plenary agenda MATCH Keynote Tim Wise Keynote • Number of people who attended on Thursday 8/15/19= 347 ○ FT Faculty= 116 ○ PT Faculty= 142 ○ Classified= 60 ○ AA & GB= 27 ○ Certificated & Short-Term= 2 • Number of people who attended on Friday 8/16/19= 481 ○ FT Faculty= 267 ○ PT Faculty= 11 ○ Classified= 73 ○ AA & GB= 25 ○ Certificated & Short-Term= 5 • Total number of workshops: 81 • Total Workshop attendees: 2,696 • Total hours of learning completed: 2,793 hours
Spring All-College Plenary	• Number of people who attended on Thursday 1/23/20= 355 ○ FT Faculty= 136 ○ PT Faculty= 133 ○ Classified= 62 ○ AA & GB= 24 ○ Certificated & Short-Term= 6 • Total number of workshops: • Total Workshop attendees: • Total hours of learning completed:

NCHEA Tri-Campus Leadership Retreat	Cancelled
LEaD Academy 2020	31 Participants accepted, 25 attended Classified=14 FT Faculty= 7 AA & GB= 4 Workshop Evaluation: • I would recommend this workshop to others= all responded with agree/strongly agree • This workshop met my professional development needs/goals.= all responded with agree/strongly agree • This workshop gave me information, strategies, or tools to use in my job.= all responded with agree/strongly agree Evaluation comments: • WITHOUT A DOUBT, we can all learn something valuable from this workshop and Palomar would be the better for it. • I am always looking for opportunities to grow as a leader and promote leadership in others. Each time I have attended a LEaD workshop, I learn something new and and valuable that I can put to practical use immediately. • This workshop helped me to achieve a better understanding of my personal leadership style and values structure. With this information, I am better equipped to effectively communicate with others who have differing and complimentary styles and structures, which leads to increased efficiency, higher morale, and more cohesive teams. Suggestions for the future: • Information overload, possibly more breaks or shorter workshop. • Need follow-up meetings to support application.
Active Learning Leaders Conference	218 people registered for the ALL conference 2020 73 attendees were from Palomar College
Spring Nuts and Bolts Workshop	Low attendance • FT Faculty= 1 • PT Faculty=6 • AA & GB= 2 • Certificated & Short-Term= 1
NCHEA Tri-Campus Online Conference: Webinar Series	NCHEA held a webinar series rather than a conference. • Mass-Ink Micro Influencers Against Mass Incarceration, A Digital Advocacy Program • Creating a Syllabus that is Accessible and Useable for All • Eliminating Systemic Barriers for Students of Color • Infuse Equity In Hiring Practices
PD Program Evaluation (Professional Development Needs Assessment Survey-PDNAS)	364 responses • 148= PT Faculty • 88= FT Faculty • 92= Classified Staff • 9= Student or short-term employee • 12= CAST • 13= AA

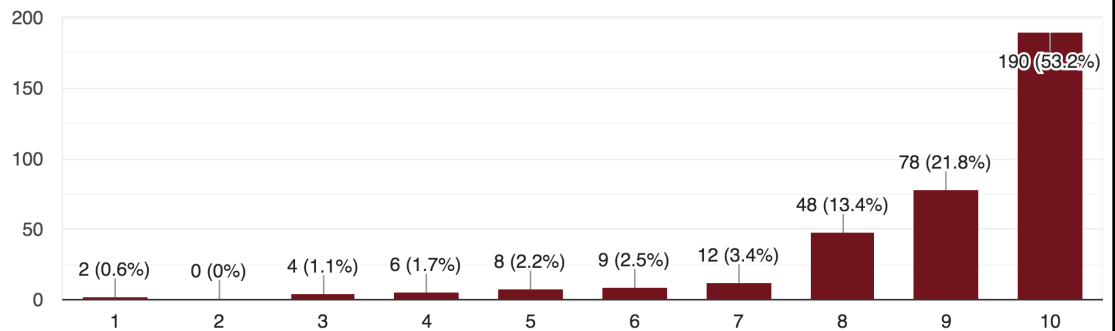
Overall, how would you rate the Professional Development Program at Palomar College?

355 responses



How would you rate the communication from the PD Office such as weekly email announcements and workshop reminders?

357 responses



What is PD doing well that we should continue to do?

Response themes included:

- Good communication, quick response to questions, personally addressed emails
- Positivity
- Wide variety of learning opportunities
- Excellent plenary events

How can our PD program improve?

Response themes included:

- Challenges with 3PD Portal: Too wordy, not intuitive, hard to navigate.
- Adjust bi-weekly PD Workshop email to sort by title.
- Develop a basic skillset of training for all employees.
- Create a place for colleagues to share intellectual work/interests or brainstorm
- Help Managers understand how to utilize the PD Portal.
- Provide workshops for varying levels.
- Ensure workshop descriptions are accurate to what will be covered.
- More training on equity/culturally responsive teaching.
- Share PD data with the college more often.
- Ensure ALL employees feel they belong at plenary and at PD workshops.

- Possibly remove the requirement for Staff to get approval to attend PD workshops, it is a barrier for some and some Managers are not responsive.
- Offer training on using the PD Portal.
- Either merge Professional Growth and PD or explain the differences better, there is confusion.

Professional Development Training Needs

Goal: Provide Training to meet Guided Pathways

The PDC recognizes the importance of aligning the PDP with grants and other plans on campus that include PD. It is important for the plan and the report to the state to include all PD activities and monies provided for PD.

Grant or Plan	Training Requested/Suggested	
Guided Pathways Plan	Funding formula	CCCCO Online
	Guided Pathways basics and role of employees in Guided Pathways	CCCCO Online
	AB-705 (for 4 core instructional departments)	CCCCO Online
	Implicit bias training	Online in 3PD Portal
	Understanding the college's data	Research and Planning: Data Coaching Program Data Coaching online course in 3PD Portal
	StudentLingo	Offered through Career Center
	How to integrate Knowledge Skills & Abilities (KSA's) into the classroom	Work Based Learning Coordinators
	Understanding our integrated support services	Various support programs have offered tours/workshops
	Outcomes mapping and establish a deadline for completing/updating outcomes maps	SLO Coordinators provided ongoing training
	Completion Academy for student-centered schedules focused on completion	Done and ongoing
	Cross-disciplinary discussion about outcomes	SLO Coordinators provided ongoing training
	Implement M2C3 Results: Validation, sense of belonging, culturally relevant teaching, microaggressions, and intrusive practices.	F19 plenary: "The Impact of Microaggressions in Academia"
	Implement M2C3 Results: How Faculty can proactively engage students outside of the classroom, especially on "non-academic" matters.	Idea to PIO: Business Cards that say "I Can Help You Make It Possible"
	Implement M2C3 Results: How Faculty can employ intentional practices to build students' confidence in their abilities to succeed (self-efficacy) and to increase intrinsic interest. Focus: Grit and Growth Mindset	Teaching and Learning playlist in the 3PD Portal

Implement M2C3 Results: Employ culturally engaging teaching and learning strategies.

CCCCO is creating this online course now.

Professional Development Needs Assessment Survey

The Professional Development office has sent out an annual Professional Development Needs Assessment Survey (PDNAS) at the end of each academic year to assess the PD program and help to plan for the PD needs of our employees for the following year. In April 2019, an anonymous survey was sent to all employee groups called the Professional Development Annual Survey. In 2018 the PDC revised the PD Annual Survey to ask employees what training they would like to receive from various departments/divisions of the college. Employees were asked what PD training they would like to from outside of palomar, from fiscal, Human resources, Instruction, Student Services, Information Services, Academic Technology, and Safety. The responses were sent to the appropriate departments to ask them to review the feedback and identify workshops they could offer.

Fiscal Training	Number of Requested Fiscal Training	Available Online or Offered In-Person
Budget Training (preparation/ account codes/terminology/ process/ rules regarding categories/ management/ expense transfers/budget adjustments)	40	Offered In-Person
Contracts and the contract approval process	38	In development
PeopleSoft Financials and related programs	34	Offered In-Person
Payroll: rules and process; deadlines; things to watch out for	31	In development
Purchasing/requisition process	31	Offered In-Person
Travel process: forms/rules/approval	33	In development
Grant writing	1	Available Online
Keeping a shadow budget: who needs to; why; how. Reconciling budgets	2	In development
PeopleTools PeopleTools 8.55 & PeopleSoft Fluid Interface 8.55	1	In development
Grand Total	213	
HR Training	Number of Requested HR Training	Available Online or Offered In-Person
CalPERS/CalSTRS retirement workshops	91	Offered In-Person
Benefits Training: understanding all of the benefits offered to employees	84	Offered In-Person
Leadership Training	65	Offered In-Person and Available Online
Annual update on new laws; bargaining unit changes; policies and procedures	61	Offered by Unions
Conflict management and resolution strategies	56	Offered In-Person and Available Online
EEO/equity diversity/cultural competence/implicit bias	50	Offered In-Person and Available Online
Hiring: the processes from start to finish	42	Offered In-Person
Confidentiality of student and employee data (FERPA/HIPPA)	39	Available Online
Employee personal health/wellness activities/workshops	61	Offered In-Person and Available Online
Civility and supporting collaborative working environments	35	Offered In-Person and Available Online
Supervisory (performance management and how to delegate and prioritize)	24	In development
Employee disciplinary	20	In development

New employee orientation	13	Offered In-Person
Shared governance: how to get involved and understanding our institutional plans	30	Offered In-Person and Available Online
Applying and Interviewing for Jobs in community college	3	Offered In-Person and Available Online
Grand Total	585	
Instruction Training	Number of Requested Instruction Training	Available Online or Offered In-Person
Innovative teaching strategies and Active Learning	74	Offered In-Person and Available Online
Classroom management strategies for 21st century students	65	Offered In-Person and Available Online
Culturally responsive teaching practices	63	Offered In-Person and Available Online
Student success workshop: such as OnCourse or habits of mind	59	Offered In-Person and Available Online
Handling student code of conduct violations and disruptive behavior	57	Offered In-Person
Implementing Guided Pathways	55	Offered In-Person and Available Online
Instructor use of Starfish	41	Offered In-Person and Available Online
Curriculum processes: course outlines of record and META etc.	35	Offered In-Person and Available Online
PeopleSoft for Instructors: add/drop methods/ waitlists/ census date/ inputting grades	32	Offered In-Person
How to market your academic program - Services	1	
monthly workshops where affective domain activities are discussed	1	
Outreach specialist	1	
Retention strategies	1	
Trainings for other positions such as Academic Dept. Asst.	1	Offered In-Person
Grand Total	495	
Student Services Training	Number of Requested Student Services Training	Available Online or Offered In-Person
Student mental health/wellness	55	Offered In-Person
Accessibility and disability resources to support students	48	Offered In-Person and Available Online
Tours of Special Programs/Departments: Veterans/ Disability Resource Center (DRC)/ STEM/ etc.	47	Offered In-Person
Overview of Student Services	44	Offered In-Person
Student success and equity training	40	

AB 19	38	
California Promise	38	
Palomar Promise	38	
Incident reporting	28	Offered In-Person
Overview of FERPA regulations and student confidentiality	26	Available Online
Financial Aid training	25	
Career Counseling overview	23	Offered In-Person
Steps to graduate	22	
How to get your news in the newspaper	34	
Steps to Enroll: student enrollment resources	17	
DRC Training: What the DRC offers and how to utilize their services DSS - ADA compliance at a district level	1	Offered In-Person
Grand Total	490	
Safety Training	Number of Requested Safety Training	Available Online or Offered In-Person
Active shooter training	73	Offered In-Person and Available Online
Campus emergency plans and procedures	71	
Injury and accident protocol	42	
When should I call campus police?	40	
Safety: personal/home/identity	36	Available Online
home safety	2	Available Online
identity-safety	2	
Personal safety	2	
self defense	2	
First Aid/CPR/AED	1	
Grand Total	271	
ATRC Training	Number of Requested ATRC Training	Available Online or Offered In-Person
How to use Google Drive and Google Docs	79	Offered In-Person and Available Online
How to create videos	71	Offered In-Person and Available Online
Excel: basics to high-level functions	66	Available Online
Useful technology for face-to-face classes	63	Offered In-Person and Available Online
Successful online classes: advice/ best practices/ tips and tricks	61	Offered In-Person and Available Online

How to use Canvas	59	Offered In-Person and Available Online
How to use WordPress to create or update a web site	51	Offered In-Person and Available Online
Accessibility training	45	Offered In-Person and Available Online
How to create online forms	44	Available Online
How to use Microsoft Office (word, ppt, excel, publisher)	34	Available Online
How to conduct meetings through Zoom	41	Offered In-Person and Available Online
Grand Total	572	
IS Training	Number of Requested IS Training	Available Online or Offered In-Person
How to use Outlook	37	Available Online
How to use classroom AV equipment	35	Offered In-Person
Information security policy and data protection practices	30	Available Online
Training on how to hire consultants: expectations and best practices	8	
Prezi and other office software used at Palomar.	1	
Grand Total	152	

Professional Development Expenditures

The Professional Development Committee is working on developing a process to account for all professional Development Expenditures across the campus to satisfy the requirement of Ed Code which states that the Human Development Resources Plan (the PDP) include "A report of the actual expenditures for faculty and staff development for the preceding year." Accounting for all PD expenditures is challenging because PD is included in numerous different grants and categorical funds.

Total Training Hours Completed by Training Type

	17-18	18-19	19-20
Curriculum	11.20	32.45	76.33
External Training	26782.09	26378.32	24182.58
Material	1876.04	520.83	942.52
Online class	639.17	811.67	1399.67
Session	6801.47	9354.54	9463.32
Video	17.51	24.77	88.40
TOTAL HOURS	36137.48	37,122.58	36,153.82

Training titles including Canvas, Online, Zoom, or COVID

Training Type	17-18	18-19	19-20
Curriculum	0	0	53.94
External Training	1486.87	1246.83	3089.69
Material	1592.00	89.50	396.28
Online class	52.24	109.22	156.34
Session	505.08	352.39	1512.50
Video	6.50	1.00	80.37
TOTAL HOURS	3642.69	1798.94	5289.12

Training titles include equity, diversity, ethnicity, gender, bias, accessible, accessibility

Training Type	17-18	18-19	19-20
Curriculum		0	0
External Training	147.25	258.75	348.26
Material		0	171.28
Online class	7.79	49.07	64.89
Session	74.13	427.40	270.41
Video	6.50	1.00	2.84
TOTAL HOURS	235.67	736.22	857.68