

**CAMPUS HOUR AND PROFESSIONAL DEVELOPMENT COMMITTEE (CHPD)**  
**THURSDAY, NOVEMBER 20, 2014**  
**12:00 P.M., BOARD ROOM**  
**UNADOPTED MINUTES**

<b>Campus Group</b>	<b>Members</b>	<b>Members</b>	<b>Alternates</b>
Class. Mgrs.	<input checked="" type="checkbox"/> Omar Ramos, absent	<input checked="" type="checkbox"/> Martha P. Garcia	<input type="checkbox"/> Betty Kakiuchi, absent
Faculty	<input type="checkbox"/> Rick Castrapel	<input checked="" type="checkbox"/> Lisa Solomon	<input type="checkbox"/>
Class. Staff	<input type="checkbox"/> Matthew Thale	<input type="checkbox"/> Edward Cesena	<input type="checkbox"/>
ASG	<input checked="" type="checkbox"/> Amy Diaz	<input checked="" type="checkbox"/> Odili Cerecedo	<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/> Tina Aguirre	<input checked="" type="checkbox"/> Sergio Lopez,	<input type="checkbox"/>
Visitors	<input type="checkbox"/>	<input checked="" type="checkbox"/> Sheila Dorsey-Freeman	<input type="checkbox"/> Mary Jo Wainwright, absent
Recorder	<input checked="" type="checkbox"/> Silvia Murray	<input type="checkbox"/>	<input type="checkbox"/>

**A. Call to Order**

The meeting was called to order @ 12:02 by Tina Aguirre.

**B. Review and Approval of Minutes**

M/S (Lisa Solomon/Amy Diaz) to approve minutes of October 16, 2014 as presented.  
The motion carried.

**C. Discussion Items**

**Membership**

- Jim Pendley indicated he would be willing to will be the representative for part-time faculty. He could not make to this meeting but will be here for the next one.
- Amy Diaz and Odili Cerecedo will be the representatives for ASG. Mr. Lopez will find an alternate for this committee.

**Request for Non-Administrative Co-Chair**

- This was discussed at the last meeting but not resolved. Mr. Lopez suggested that the committee select the Co-Chair. This item was tabled until the next meeting by Chair Aguirre.

**Results of Prioritization as the PD Resource Planning committee**

- The results of the prioritization were reviewed with the committee. There is still time to make changes if necessary. This prioritization was done virtual. No changes were suggested.

## **Campus Hour event management & Website management**

Chair Aguirre shared the website to access the campus hour calendar below.  
<http://www.imperial.edu/> or <http://teamup.com/ksc1bb71d0db3b1f/>

Chair Aguirre gave the committee members a brief overview of what the online calendar looked like. She suggested that the appropriate person to add events to the calendar would be the administrative secretary for each area. If you want to place an event on the calendar an email should be sent to your area secretary and they can place it on the calendar for you.

Omar Ramos thinks that the Staff Secretary II should also have access to the calendar.

Chair Aguirre asked the committee members to keep this in mind as it will have to be better defined in near future/

## **Tentative 2014-2015 Campus Hour calendar for remainder of academic year**

Chair Aguirre mentioned that the campus hour calendar is empty for the remainder of the year. We need to identify topics and to seek people to do a campus hour and professional development event.

## **Professional development/campus hour venue request (time allowing)**

Deferred until next meeting due to time constraints.

## **D. ACTION ITEMS**

### **Determine date for next meeting**

- There was discussion on the date for the next meeting. The dates of 12/18, 1/15 or 2/19 were given as possible meeting dates. After a brief discussion it was determined that the next meeting will be held on January 15, 2015.

### **Approval of revised Professional Development Plan**

Chair Aguirre reviewed the revised Professional Development Plan with the committee. The revisions listed below were discussed.

- 3. A full-time employee will have an opportunity to attend professional development during campus hour or to seek approval of individual activities (see Sec. 6). The number of hours required and/or possible compensation will be determined after negotiations with bargaining units as appropriate
- 3.2 Professional development (PD) hours will be aggregated for the academic year at the end of the **Fiscal Year**.
- 3.3 **Bi-annually, or more often if necessary, the process for determining lack of** participation in PD opportunities will be addressed through negotiations with the respective bargaining units.
- 4. All part-time employees will have an opportunity to attend professional development during campus hours or to see approval of individual activities (see Sec. 6). The number of hours required and/or possible compensation will be determined after negotiations with bargaining units as appropriate

- 4.1 Bi-annually, or more often if necessary, the process for determining lack of participation in PD opportunities will be addressed through negotiations with respective bargaining units.
- 8.2 Reviewing the scheduling of meetings or activities and recommending a pre-set pattern to shared governance and/or college president.
- 9.2 Bi-annually or more often if necessary, the process for determining the impact of professional development opportunities on faculty sabbatical, personal leave, temporary/partial contract, or reassigned time will be addressed through negotiations with the respective bargaining units.

The top 5 professional development request were reviewed with the committee. These requests were taken from the surveys that were sent to faculty, classified, administration and students.

A proposed individual professional development activity form must be submitted to Human Resources two months prior to activity start date. After the activity has been completed a completed form along with evidence must be submitted within 30 days of completion.

A certificate, email or conference paperwork (official registration form) is acceptable documentation for Human Resources. A summary of the content and how it benefited the individual, student or college must be submitted.

All completed Individual Professional Development Activity forms will not be accepted with prior approval.

The committee agreed that it should be the approver.

M/S (Lisa Solomon/ Sergio Lopez) to forward the Revised Professional Development Plan to College Council and Academic Senate after is has been review by Human Resources. The motion carried.

### **Approval of Revised Standing Rules**

Chair Aguirre reviewed the revised Standing Rules with the committee. She discussed the changes made to the Standing Rules:

- The Committee will meet at least once a month during the fall and spring semesters.
- A quorum must be present to hold a meeting. For this committee a quorum is 5 members.
- The committee members shall discuss all matters related to professional development, but shall not vote on policy matters if such policy includes language considered in their bargaining unit as a negotiable item; i.e. compensation, required hours and consequential or disciplinary action.
- Access to the CHPD is available to all members of all constituencies
- Provide guidance to the scheduling of Campus Hours events that have been brought to the committee from other individuals or other committees.

- One part-time faculty
- Two classified staff members and 1 alternate.
- Two classified managers or confidential members and 1 alternate
- Terms are to be started on alternated years to ensure sufficient returning committee members to facilitate the work of the CHPD committee.

After reviewing the revisions Chair Aguirre asked if there were any other changes. There were no changes suggested so she asked if the committee to make a motion to forward this on to College Council.

M/S (Sheila Dorsey/Lisa Solomon) to forward the Revised Standing Rules to College Council as presented. The motion carried

### **Committee Self-Evaluation**

Tabled until the next meeting due to time constraints.

### **Adjournment**

Chair Aguirre adjourned the meeting at 13:05 and noted all members would receive an invite via email in January.