

**CAMPUS HOUR AND PROFESSIONAL DEVELOPMENT COMMITTEE (CHPD)**  
**THURSDAY, FEBRUARY 19, 2015**  
**12:00 P.M., BOARD ROOM**  
**UNADOPTED MINUTES**

<b>Campus Group</b>	<b>Members</b>	<b>Members</b>	<b>Alternates</b>
Class. Mgrs.	<input type="checkbox"/> Omar Ramos, absent	<input checked="" type="checkbox"/> Martha P. Garcia	<input checked="" type="checkbox"/> Betty Kakiuchi,
Faculty	<input type="checkbox"/> Rick Castrapel - excused	<input checked="" type="checkbox"/> Lisa Solomon	<input type="checkbox"/>
Class. Staff	<input checked="" type="checkbox"/> Matthew Thale	<input type="checkbox"/> Edward Cescena	<input type="checkbox"/>
ASG	<input checked="" type="checkbox"/> Amy Diaz	<input type="checkbox"/> Odili Cerecedo	<input type="checkbox"/>
Administrator	<input checked="" type="checkbox"/> Tina Aguirre	<input 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 @ 11:58 by Tina Aguirre.

**B. Review and Approval of Minutes of November 20, 2014**

M/S/C Lisa Solomon/Amy Diaz to approve minutes of November 20, 2014 as presented.

**C. Discussion Items**

**Membership**

Jim Pendley the part-time faculty representative attended his first meeting. The committee now has representatives from all areas. No changes to the membership at this time.

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

This committee discussed the non-administrative co-chair. Some committee members feel that the CHRO should be present at the meeting or be assigned as co-chair of the committee. After some discussion the committee agreed that at least one chair should be elected from the membership of this committee. They agreed that the committee should have 1 non-administrative co-chair and 1 administrative co-chair. The following motion was made:

M/S/C Matthew Thale/Lisa Solomon to add 1 non-administrative co-chair and keep 1 administrative chair to the standing rules and bylaws of Campus Hour and Professional Development Committee (CHPD).

**Campus Hour Topics**

Several potential topics were shared from a previous listing. Some of the listed topics were recommended to be removed or added. Those topics will be brought back for further discussion at the next meeting. The last survey done was in Fall 2013. Chair Aguirre recommended that a new survey be done.

M/S/C Amy Diaz/Matthew Thale to survey staff, faculty, administrator and students on what they need to know to do their current job better or to advance and/or for students to succeed in school or life.

### **Calendar Management**

The calendar manager process was discussed. The process will require completing a Help (Service) Desk request and an email to the designated person, alternate and the related area/dept support staff.

M/S/C Martha Garcia/Betty Kakiuchi to assign the calendar oversight to 1 designated employee with a defined alternate employee.

### **Ramifications New 2015 – 2016 Campus Hour Time**

Beginning Fall 2015 campus hour will be from 12:50 to 1:50. Due to the change in campus hours some areas will be impacted more than others. The cafeteria is one that will be heavily impacted by this change. The discussion also included a potential plan to schedule committees, staff, and faculty selection of committee and finalizing the assignment of faculty to a committee before the Fall semester.

### **Campus Hour Venue Request**

Chair Aguirre has received some requests in the past. There is some concern on how to get people to volunteer to present their topics. Leaders from the bargaining units need to be informed that CHPD will be soliciting volunteers to present topics. Until language is placed into the contracts the bargaining units need to be aware that people will be volunteering to present their topics during the 15/16 academic year. This has gone to Academic Senate and then it will go to College Council. The committee suggested that the Chair Aguirre send an to the bargaining unit leader informing them that CHPD will be soliciting volunteers and/or clubs to present a campus hour topics during the 15/16 academic year. Martha P. Garcia offered to verify the need for volunteer forms or other process if staff/faculty were solicited as volunteers.

## **D. Action Items**

### **a. Approval of Professional Development Plan**

The committee approved the Professional Development Plan

### **b. Possible: Change to By-laws for non-administrative Co-chair**

Chair Aguirre will make the following change to the By-laws for a non-administrative co-chair. As noted above per the motion and vote above to add a non-administrative co-chair to the by-laws/standing rules for the CHPD committee.

### **Meeting Adjourned at 1:00 pm**

Next meeting for March 19, 2015 at 1:00 in the Board Room