

**CHC Professional Development Committee
Meeting Minutes
Friday April 5, 2013
Room LRC-135**



Members Present:

Daniel Bahner, Robert Brown, Karen Childers, Robert Crise, Rick Hogrefe, Luis Mondragon, Kristin Overturf, Karen Peterson, Jeff Schmidt, Sam Truong

Members Absent:

Breanna Andrews, Tina Gimple, Mariana Moreno,

1. Minutes: March 15 2013

Minutes from March 15 were approved by consensus. The April 19, 2013 meeting was cancelled.

2. Funding Requests

The CHC chapter of the Alpha Gamma Sigma (AGS) Honor Society paid in advance for their faculty advisor (Daniel Bahner) to accompany a small group of students to the Spring 2013 AGS Convention held in Ontario, CA. The committee approved to reimburse AGS for \$375.

3. April PDC Events

- April 9 – Flex Day evaluation forms and envelopes were disseminated to workshop facilitators, while PDC members returned completed evaluation forms to ORP.
- April 11 – *Lockdown/Active Shooter Training* was held in LRC 226 at 9:00am.
- April 22 – *Update on CHC Sustainability Initiatives* was held in LRC 226 at 12:00pm.
- April 23 – *CASE Webinar: Introduction to Institutional Advancement* was held in LRC 226 at 11:00am.
- April 24 – Reading Group: *Five Levels of Leadership* was held in LRC 135 at 12:00pm.
- April 26 – *Lockdown/Active Shooter Training* was held in LRC 226 at 2:00pm.

4. Other Issues or Concerns

- The upcoming CCC Classified Senate's Leadership Institute (titled *Capitalizing Shared Governance to Ensure Student Success*) will take place in Sacramento on June 13-15, 2013. A funding request was submitted by Michelle Tinoco for \$580 to support the attendance of two staff members at the conference. After the meeting, via an email discussion and vote, the PDC members approved Michelle's request up to \$600.00 (\$300.00 for each of the two employees attending).
- After the PDC meeting, via an email discussion and vote, the PDC members approved a \$285.00 funding request to support Frances Suderman's attendance at the *Conference of the European Association for the Teaching of Academic Writing* in Budapest, Hungary on June 27-29, 2013. Bob Crise will notify Michelle and Frances of the approvals and remind Frances to send a completed AC-9 form to her dean.

Next Meeting: Friday May 3, 2013 at 12:00pm in room LRC-135.