

Hartnell Community College District  
and  
California School Employees Association  
Chapter 470

**Memorandum of Understanding**

July 1, 2019

The Hartnell Community College District (the District) and the California School Employees Association and its Chapter #470 (CSEA), having already consulted together on June 24 and June 26, 2019, to begin planning for what professional development services or opportunities will be provided to District classified employees funded by the Professional Development for Classified Community College Employees Fund, mutually agree to involve representatives from all classified employee groups in developing classified professional development programs and services to support the statewide *Vision for Success* in 2019-20, and further agree:

1. To create an ad hoc Classified Staff Development Committee (CSDC) whose purpose is to develop, choose, and implement a professional development plan specifically for classified employees, funded by the Professional Development for Classified Community College Employees Fund to provide classified community college employees with professional development services and opportunities that support the *Vision for Success*.
2. The CSDC will comprise at least three employees whose positions are in the CSEA bargaining unit (appointed by CSEA), at least one employee whose position is in the Local 39 bargaining unit (chosen by employees in the bargaining unit), and at least one employee who is in the confidential employee group (chosen by the employees in that group), one non-classified representative from the college-wide Professional Development Committee (PDC) (chosen by that Committee), and one administrator appointed by the superintendent/president.
3. The CSDC will operate as an ad hoc committee of the PDC, will develop and post agendas in advance of the meetings, and keep and publish minutes of meetings. The District, through its Human Resources Office, will help staff those meetings. The CSDC will operate through the 2019-20 academic year.
4. The parties to this agreement, in consultation with the Office of Institutional Planning, Research, and Effectiveness, will jointly develop a survey tool whose purpose is to solicit ideas and opinions from classified staff about what professional development opportunities they want and need in order to better promote student success and to support the *Vision for Success*. The responses to this survey will be used by the CSDC in its planning. Additionally, input will be sought from administrators regarding ideas for professional development in support of the *Vision for Success*.
5. The CSDC will elect co-chairs, who will serve as full members of the college-wide Professional Development Committee, and will report on the CSDC's activities.

6. The professional development plan and activities developed by the CSDC will be forwarded as recommendations to the superintendent/president, who will consider approval of the plan and who is responsible to authorize the expenditure of the funds. *No vote of the PDC will be necessary.*

For the District:

*Kevin Ryan*  
\_\_\_\_\_  
*Donna Jalow*  
\_\_\_\_\_

For the CSEA:

*Mark Lutz*  
\_\_\_\_\_  
*Jayna O'Neil*  
\_\_\_\_\_  
*JO, LRR*  
\_\_\_\_\_  
\_\_\_\_\_