

WELCOME!

**MAY 10 AND 11, 2011
HR FORUM**

**PRESENTED BY THE
OFFICE OF HUMAN RESOURCE SERVICES**



Today's Agenda

- **ePAF Update and Online Demonstration**
- **Upcoming Workshop: The ABC's of Sustaining Discipline**
 - May 14, 2011, 8:30 a.m. to 11:30 a.m.
 - District Office Multi-purpose Room.
- **403B Educational Training Workshops**
 - Chabot College: 12:00 p.m., Board Room (For CalPERS employees)
 - Las Positas College: 3:00 p.m., Room 4129 (For CalSTRS employees)
- **SEMS/NIMS Training Schedule**
- **Alameda County Operation Independence**
 - May 24, 2011
- **Alameda County Public Emergency Preparedness Fair**
 - May 26, 2011, Oakland Coliseum
- **Leave Reporting**
- **Management Session**



ePAF Update and Online Demonstration

- E-PAF access via BANNER and/or ClassWeb
- Training Materials and Training Schedule
- Security Access Form



ePAF (continued)

Oracle Developer Forms Runtime - Web: Open > NOAAPSM

File Edit Options Block Item Record Query Tools Help

Electronic Approval Summary NOAAPSM 8.2.1.1 (TEST)

User ID: UNADKARN Proxy For:

Submitted From Date: Transaction Status: Pending


Submitted To Date: Queue Status: All

Transaction Information Other Information and Comments

ID	Name	Approval Category	Description	Queue Status	Required Action Indicator	Approver Action	Apply
W10531117	UMA NADKARNI	ACTJB3	Rehire - Student				<input type="checkbox"/>
W10168631	CATHERINE A GOULD	ACTJB4	Rehire - Temp on call				<input type="checkbox"/>
W10067439	MR DAVID A SUHR	ACTJB4	Rehire - Temp on call				<input type="checkbox"/>
W10398321	LYDIA ESCOBAR PENAFLO	ACTJB4	Rehire - Temp on call				<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB3	Rehire - Student				<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB3	Rehire - Student				<input type="checkbox"/>
W10324248	MR KYLE T JUDSON	TESTCH	*Testing Coach				<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB5	Rehire - Prof Expert, S				<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB5	Rehire - Prof Expert, S				<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB5	Rehire - Prof Expert, S			None	<input type="checkbox"/>
W10531117	UMA NADKARNI	ACTJB3	Rehire - Student				<input type="checkbox"/>
W10324248	MR KYLE T JUDSON	ACTJB6	Rehire - Coach				<input type="checkbox"/>
W10198901	RACHEL AMY UGALE	ACTJB5	Rehire - Prof Expert, S	FYI	FYI		<input type="checkbox"/>

Id number. Record: 11/14 | <OSC>

ePAF (continued)


**CLASS-Web**
Chabot-Las Positas Community College District

[Personal Information](#) | [Student Services & Financial Aid](#) | **[Employee Information](#)** | [WebTailor Administration](#) | [Faculty & Staff Menu](#) | [Financial Information](#)

Search [RETURN TO EMPLOYEE MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

EPAF Approver Summary

Current | [In My Queue](#) | [History](#)










 Select the link under Name to access details of the transaction.

Queue Status:

[New EPAF](#) | [Update Proxies](#) | [Search](#) | [Proxy or Superuser or Filter Transactions](#)

1 - 1 of 1

EPAF Transactions

 Name	 ID	 Transaction	 Type of Change	 Submitted Date	 Effective Date	 Required Action	Action Links
  prof spec - testing, 2PRSP1-01	W10198901	229	Rehire - Prof Expert, Stipend	May 05, 2011	May 05, 2011	FYI	<input type="checkbox"/> Comments Warnings

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**Comments Exist

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[Return to EPAF Menu](#)

RELEASE: 8.2 powered by
SUNGARD HIGHER EDUCATION

ePAF (continued)

Mail Properties Personalize Message Source

From: MIS-Operations Staff <ops@zeus.clpccd.cc.ca.us> 5/9/2011 3:03 AM
To: Nadkarni, Uma
Subject: You Got ePAF

.
PLEASE DO NOT REPLY TO THIS EMAIL!
One or more ePAFs need your approval.
To view and approve these ePAFs please log into Banner or Class-Web :

<http://banner-web.clpccd.cc.ca.us:7000/>

Please contact the Office of Human Resource Services with any questions regarding this.

Office of Human Resource Services
(925) 485 5515 : Phone

ePAF (continued)

Mail Properties Personalize Message Source

From: Uma Nadkarni <unadkarn@zeus.clpccd.cc.ca.us> 5/9/2011 9:54 AM
To: Nadkarni, Uma
Subject: Rehire - Student: JESSICA HOLLIE: #117: Approved

PLEASE DO NOT REPLY TO THIS MESSAGE.

The Office of Human Resource Services has approved this ePAF action.

To see details of the ePAF please log into Banner or Class-Web :
<http://banner-web.clpccd.cc.ca.us:7000/>

Please call the Office of Human Resource Services with any questions regarding this ePAF.

CLPCCD Human Resource Services
(925) 485 5515 :Phone
(925) 485 5254 :Fax



The ABC's of Sustaining Discipline

- The ABC's of Sustaining Discipline reviews the core concepts of the disciplinary process from A to Z. This is an interactive workshop that describes and then applies fundamental and more advanced issues in the disciplinary process including arbitration, notice, investigations, and due process rights. The workshop discusses issues related to academic employees, classified employees, and administrators. The workshop includes examples of mistakes community college districts make that can impact employees' rights and that can derail the use of discipline as a corrective tool. You will leave the class with a comprehensive understanding of the various aspects of the discipline process, including tips to use to apply corrective measures and to sustain disciplinary action. Our goal is to empower supervisors to use corrective action when needed without fearing the outcome of the administrative appeal process.
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- **Date:** Friday, May 13, 2011
- **Time:** 9:00 a.m. – 12:00 p.m. Check –in begins: 8:30 a.m.
- **Presenter:** Frances Rogers(via video conference)
- **Location:** District Multi-Purpose Room
-
- Who should attend: Supervisors and Managers



403B Educational Training Workshops

- Chabot College: May 10, 2011, 12:00 p.m.
Board Room
- Las Positas College: May 10, 2011, 3:00 p.m.
Room 4129



SEMS/NIMS Training Schedule

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT SUMMER & FALL 2011 SEMS/NIMS TRAINING SCHEDULE



Chabot-Las Positas Community College District employees are required to complete the following SEMS/NIMS Training:
All Employees*: SEMS Intro, ICS 100, IS 700
Administrators: SEMS Intro, SEMS EOC, ICS 100, ICS 200, IS 700, IS 800B
Campus Safety: SEMS Intro, SEM EOC ICS 100, ICS 200, ICS 300, ICS 400, IS 700, IS 800B

Employees can attend a combined class listed below or complete the NIMS courses on-line at www.fema.gov/emergency/nims/NIMSTrainingCourses, send copies of certificates to Human Resource Services.

COMBINED CLASS CONTENT:

SEMS – Standardized Emergency Management System, Introduction

NIMS – National Incident Management System, ICS 100, ICS 200, and IS 700

Dates	Times	Location *
Tuesday, May 31, 2011	8:30 to 5:30	Las Positas College Room 3123, ICS 300 & 400
Wednesday, June 1, 2011	8:30 to 5:30	Chabot College, Room 2271, ICS 300 & 400
Tuesday, June 14, 2011,	1:30 to 5:00	District Office Training Room, Combined Class
Wednesday, July 20, 2011	8:30 to 12:00	Chabot College, Room 2271, Combined Class
Wednesday, August 31, 2011	8:30 to 12:00	Las Positas College, Room 3123, Combined Class
Thursday, September 22, 2011	1:30 to 5:00	Las Positas College, Room 3123, Combined Class
Monday, October 10, 2011	8:30 to 12:00	District Office, Training Room, Combined Class
Tuesday, November 15, 2011	1:30 to 5:00	Chabot College, Room 2271, Combined Class

* Locations of classes may be changed as needed to accommodate number of attendees. If there should be a change, we will post the new location and email attendees.

To reserve your seat, please RSVP at htraining@clpccd.org

California State Emergency Act, California Government Code Section 3100-3109

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or extreme peril to life, property, and resources is of paramount state importance...in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers.

Chabot-Las Positas Community College District – Office of Human Resource Services

Emergency Preparedness and Workplace Safety

Frank Ramos (925) 485-5512 – Lydia Penafior (925) 485-5240

www.clpccd.org/emerinfo/default.php



Management Session

- Discussion



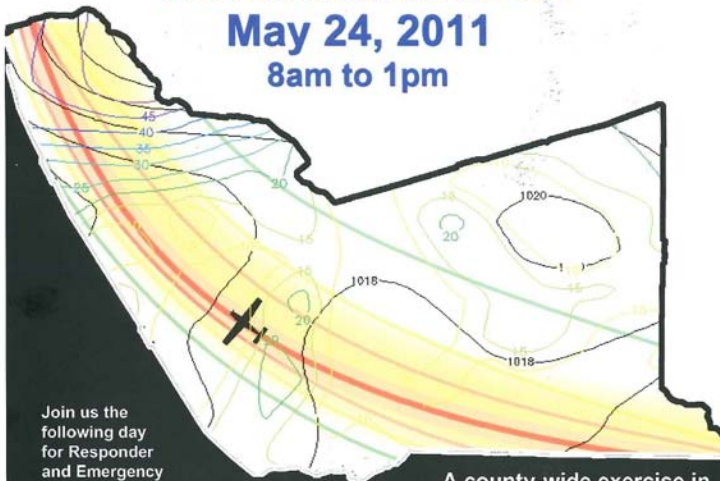
Partnerships with Alameda County

ALAMEDA COUNTY OPERATION INDEPENDENCE

EOC Communications Exercise

May 24, 2011

8am to 1pm



Join us the following day for Responder and Emergency Preparedness Training at the Oakland Coliseum, 12-4p.m.

A county-wide exercise in EOC Communication Coordination

JOIN US as we exercise our most important skill - **COMMUNICATION!**



FOR MORE INFORMATION: Contact Zerlyn Ladua 510-208-5962 or email Zerlyn.ladua@acgov.org

ALAMEDA COUNTY Public Emergency Preparedness Fair

at the Oakland Coliseum

May 26, 2011

10am to 3pm



Gifts!
Events!
Demos!
Training!
Vendors!
Presentations!
First Responders!
Emergency Vehicles!
Volunteer Opportunities!

Oakland-Alameda County Coliseum
700 Coliseum Way, Oakland, CA
or use BART, Coliseum Station

To provide information to the Public and County Stakeholders on Emergency Preparedness and Pandemic Influenza

EVERYONE IS WELCOME!

If you ever wanted to be a part of Alameda County Emergency Preparedness or meet those who devote themselves to public health and safety, Now is your chance.

FOR MORE INFORMATION: Contact Zerlyn Ladua 510-208-5962 or email Zerlyn.ladua@acgov.org or Visit www.acphd.org

