

Classified Professional Development Committee

Tuesday, May 30, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order, [11:12 am]

<input checked="" type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input type="checkbox"/> Lizette Henderson (Special Project Manager) / <input type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input checked="" type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate President/Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" type="checkbox"/> Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	<input checked="" type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda (RA/JL) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ 04/25/23 ○ 5/9/23 	<p>Agenda Review: 04/25/23 and 5/9/23 Motion to approve the agenda(s) by acclamation.</p> <p>Minutes Review: Motion to approve the minutes from 04/25/23 AND 5/9/23 by acclamation.</p>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> - Action item updates – (All) - Ensure minutes from prior 2 meetings are approved so they can be put on the website. - Discuss finding replacement for part time CSEA member (Dalia Khalil)? - For CPDC – need to have approvals on prior PGB credit review requests. Info will be sent soon. - Follow up on voting Smartsheet sent out: <ul style="list-style-type: none"> - Results for CPD Day Daytime activity: Careerwise has been selected. Will go to board. Discuss time 	<p>Action Items</p> <ul style="list-style-type: none"> - Agenda and Minutes: Both approved. - PT CSEA Member: Rosa will follow up with new CSEA PT member. - Aaron will find old spreadsheet with already voted on topics and send to Rosa, will bring any outstanding PGB requested meetings to next meeting. - Voting: <ul style="list-style-type: none"> - 651 Pre-conference: Are these topics the ones that are of interest to 651? Yes, but Johnny discussed importance of pre-conference opportunities (vendors will be available near the end of the day for 651 employees). We would have to make sure morning

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	<p>allotment for activities (Prior CPD was 1.5 hours) – once we have the activity timeframe we can solidify proposal for board.</p> <ul style="list-style-type: none">- For 651 – Preconference activity – we have two selected workshops from the 651 reps (Team Excellence, Work-Life Balance). Need selection(s) today for board. <ul style="list-style-type: none">- POD Update(s) (LH/LR)- PDC Update(s) (RA/JL) <p>CPD Day</p> <ul style="list-style-type: none">- Taskforce Update (RA/JL/JJ)<ul style="list-style-type: none">- Water and Snacks – upped budget for snacks and water to make sure we do not run out water or snacks, updated budget proposals. If approved, we can use this years budget to purchase asap.- Swag Updates (JL) – (If any)- KONA ICE – ready to go for CPD Day – Will be paid ½ by 262, correct?- Speaker Outline for post-keynote info (requested by CO)- Pre-conference AM food vendor discussion – selected several for review on short notice, need to be board approved. Aaron has a few selections and will share screen. <ul style="list-style-type: none">- Budget (AM) – review current budget	<p>workshops are applicable to 651 from the Vendor in the Morning, and the other after the keynote session for daytime CPD Day activities. We will have other submissions for CPD Day Preconference activities to consider as well.</p> <ul style="list-style-type: none">- Vendor for CPD Daytime Activity: CareerWise: ask vendor to submit updated request for an entire hour (60 mins). This will give additional time for QA and evals at end of session and passing time. Johnny: requested that the CareerWise session be held prior to noon (10/11 am) so 651 can attend.- Snack Vendor for 651 Preconference – Johnny will get more info from his 651 rep on funding, will bring it forward to next item.- Planetarium show – Will discuss shows in congruence with Mindfulness activity w/ <p>POD Update(s) – Tabled (LR/HR not present)</p> <ul style="list-style-type: none">- C&T – Rosa mentioned a follow up on the split of funds for CT, Johnny heard about the topic and it would be beneficial to be represented jointly. Rosa: if 651 needs more it should be brought to PDC- EID <p>PDC Update(s) – No updates</p> <p>Budget Update(s)</p>
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	<ul style="list-style-type: none"> - Budget Update (AM): <u>\$32k remaining in CCCCCO, \$1,231 remaining for CPD Day 2023 or other classified training – prior to any new vendors or preconference activities.</u> - - <u>Reminder: call for proposals are now closed – Aaron will put together cleaned version of submissions for John and send them his way and prepare voting form.</u> - <u>Reminder: CPDC will discuss, identify and lock in presenters during June 13 CPDC meeting. A voting spreadsheet will be sent after this current meeting.</u> 	<p>CPD Day</p> <ul style="list-style-type: none"> - Taskforce updates: - Can review CPD Day 2022 Summary of Attendance/Participation & topics identified for further training if needed to come to a vote. (informational)
New Business	<p>PD planning for 2023-24</p> <ul style="list-style-type: none"> - Confidential (VM) - CSEA 262 (RA) - CSEA 651 (JJ) 	PD Planning for FY23-24
PARKING LOT:	Lianne Greenlee – ensure she is part of introduction to the day	-
Meeting Adjournment		Called at [12:30 pm]

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2022-23 academic year. Meeting dates are on the 2nd & 4th Tuesday, September 2022 through June 2023, 11:00 a.m. – 12:30 p.m. July and August meeting dates are used for the CPD Day Taskforce.

Action Items: Items needing additional follow-up and person designated as the lead for presenting an update at the next scheduled meeting.

New agenda items for next regularly scheduled meeting:

Notes:

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CPD Day 2022 Summary of Attendance/Participation & Evaluation Results (see file in meeting folder-Teams)

Training Resources – for your research and information

- Newleaf Training & Development – List of training subjects ([website](#))
- CareerWise – Request catalog of topics (attached)
- Aurora Training Advantage ([website](#)) – this provider has a fee-based membership to access all their online training topics/modules. This maybe something to explore as CPDC looks to maximizing the remaining CCCC funds.