



**Classified Professional
Development Committee**
Tuesday, November 25, 2014
11:00 pm – 1:00 pm
Bldg. 40, Room 129
Minutes

Attendance:

<input checked="" type="checkbox"/> Brenda Dial	<input checked="" type="checkbox"/> Stacey Gutierrez	<input checked="" type="checkbox"/> John Lewallen	<input checked="" type="checkbox"/> Robert Montoya	<input checked="" type="checkbox"/> Carol Nelson	<input checked="" type="checkbox"/> Tannia Robles
<input checked="" type="checkbox"/> Julie Hasslock	Visitor: Gabriel Aragon				Minutes: <input checked="" type="checkbox"/> Maria Cardenas

Item	Purpose	Outcome
Welcome <input type="checkbox"/> All	<ul style="list-style-type: none"> Review Agenda Review and approve minutes from prior meeting 	<ul style="list-style-type: none"> Minutes from October 28, 2014 were approved.
Website, Marketing & Branding <input type="checkbox"/> Stacey Gutierrez & John Lewallen	<ul style="list-style-type: none"> Update CPDC on current marketing and branding initiatives (i.e. email template, newsletter, logo etc.) 	<ul style="list-style-type: none"> John and Stacey are still working on coming up with a POD logo. Stacey is still working with IT on our new website, should be complete soon.
Div Admin Workshops <input type="checkbox"/> Brenda Dial	<ul style="list-style-type: none"> POD Workshops for Div Admins 	<ul style="list-style-type: none"> Brenda shared with the group the existence of the Div Admin group: consists of administrative support for each divisional office. Brenda requested from them at the last meeting the type of workshops they would like to see offered and the response was very good with various requests. CPDC was agreeable to have these workshops provided in the future for this specific group.
Trainings <input type="checkbox"/> All	<ul style="list-style-type: none"> Discuss December training Future trainings Academic calendar updates needed 	<ul style="list-style-type: none"> The following workshop topics are scheduled for December: CPR, RAD, Holiday Stress, Suicide Prevention, Yoga, and Effective Communication. Spring FLEX day will be held on Friday, February 20, 2015 for faculty and classified. Carol is going to ask if classified flex day can be moved to either February 6 or February 12. Stacey will request Fall Flex Day for classified be moved to Friday, August 14, 2015.
Needs Assessment <input type="checkbox"/> All	<ul style="list-style-type: none"> Develop outcomes and questions for needs assessment. Discuss current draft of Accreditation Gap Analysis 	<ul style="list-style-type: none"> What do you like about working here: Academic setting, variety, opportunity to be on different committees Professional Development: opportunity to network, share strategies, ideas, equipment others are using, variety Long Term goals: Management training, training



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		tailored to departments, improve opportunity, communication, leadership, policies and procedures, unified initiative <ul style="list-style-type: none"> ▪ Not likely to change: bureaucracy, salary etc. ▪ Quick gains: release time (flexible times to train), employee recognition, variety of trainings, improve opportunity, best practices, communication, basic intro for new employees, use of computer/portal access ▪ Continued discussion for themes and factors – see attached document.
Next Meeting Date <input type="checkbox"/> All	<ul style="list-style-type: none"> ▪ Date & time adjustment 	<ul style="list-style-type: none"> ▪ Next CPDC meeting will be held on December 9, 2014 to go over activities scheduled for the week of December 15, 2014. ▪ The meeting time was adjusted to 11:00 – 12:30 pm
Announcements <input type="checkbox"/> All	<ul style="list-style-type: none"> ▪ Discuss any important dates/Information, deadlines 	

Next Meeting: December 9, 2014 11:00 am – 12:30 pm, Bldg. 40-129

Future Agenda Items: