



**Classified Professional
Development Committee**
 Tuesday, December 9, 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: Javier Pedroza – Grounds							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 November 25, 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 shared with CPDC the logo artwork designs he came up with for POD. The group collectively chose one design.
Trainings <input type="checkbox"/> All	<ul style="list-style-type: none"> Discuss December training FIG Flex Day Web Design 	<ul style="list-style-type: none"> Stacey announced the December workshops on our POD calendar and mentioned there are still a few spaces available for the CPR class. FIG (Faculty Inquiry Group) is available if classified employees are interested in teaming up with faculty members to develop a project that would improve the department or student success, apply through FPDC immediately. There is \$45,000 available to support projects! Flex Day is scheduled for February 20, 2015. Classified are welcome to attend however, there is a designated day for Classified on February 12, 2015. Beginning in Fall 2015 the days will be merged. Marketing input
Needs Assessment <input type="checkbox"/> All	<ul style="list-style-type: none"> Develop outcomes and questions for needs assessment. 	<ul style="list-style-type: none"> Stacey shared with CPDC the Summary of Themes and factors for needs assessment and received feedback from the group.
Announcements <input type="checkbox"/> All	<ul style="list-style-type: none"> Discuss any important dates/Information, deadlines 	<ul style="list-style-type: none"> We have been approved for a campus wide license. We are waiting for implementation so we can send out assessment.

Next Meeting: January 27, 2015, 11:00 am – 12:30 pm, Bldg. 40-129