

# Classified Professional Development Committee

November 2, 2021

## Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> Vacant (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lianne Greenlee (Director, POD)	<input checked="" type="checkbox"/> Lizette Henderson (Confidential Staff Rep)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President/Designee)	<input type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Nancy Campos CSEA 262 Part-time Rep	<input type="checkbox"/> CSEA 651 Rep (Vacant)	<input checked="" type="checkbox"/> Marlene Espina Coordinator, POD

Guest(s):

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>Review Agenda (RA, JL)</li> <li>Review and approve minutes (RA, JL) <ul style="list-style-type: none"> <li>10/19/21</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Agenda Review: motion to approve by JL; 2<sup>nd</sup> by LG; approved by acclamation with addition of standing POD Update.</li> <li>Minutes: motion to approve by ; 2<sup>nd</sup> by ; approved by acclamation.</li> </ul>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> <li>CCCCO Funding Request Form (ME/LG/RA) <ul style="list-style-type: none"> <li>Develop screening parameters-con't</li> <li>Budget Update</li> </ul> </li> <li>PDC Update(s) (RA/JL/LG)</li> <li>POD Update(s) (LG)</li> <li>Great Staff Retreat (GSR) Update (RA/BC)</li> </ul>	<ul style="list-style-type: none"> <li>CCCCO Funding Request Review – approved outstanding request sent for vote email.</li> <li>CCCCO Budget Update – reviewed the use of funds, which included approved and earmarked funds.</li> <li>PDC Updates – LG two workgroups for C&amp;T formalized guidelines, eval &amp; report out process; review of PD plan and how distributed to various groups, incl CPDC and establish timeline and process; Spring Flex call for proposals out and due by 11/08. Updated P&amp;F and goals for the year completed.</li> <li>POD Update – LG &amp; confidential meet &amp; confer agreement shows a confidential staff retreat; LH to research and confirm the agreement, budget line item (\$15k) from 2016-17 funding. Then take back to confidential group to determine how to use the funding, will reach out Carol N who was leading the group at that time. Employee Counseling has been moved under POD</li> </ul>

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		<p>umbrella; HR hired 3 mental health clinicians to serve MSAC employees, first in the state to offer this program and following USC, Stanford model. Confidentiality is being guaranteed by use of online system software, an office is currently being built out (not in HR area), use of PN time for confidential and classified and communicated generally, and reported into workforce via; 3 sessions and short-term, just-in-time resource. The clinicians will be presenting at the faculty and management groups; how do we want to present this face-to-face at a chapter meeting, RA will take it to the E-board first bc of manager knowing it is PN time related. Classified can take it during release time (PN) during their work shift, submit PN time in Workforce which is automatically approved; manager's will approve on the backend when approving the timesheet; and PN time will be converted to release time; appointments and records are extremely regulated and no one within HR would have access to this type of information. Free service; clinicians and one designated HR confidential employee will be managing appointments and info; on the back end, PN time will be converted to release time and PN time will be credited back to classified. How is the college addressing the confidentiality of process and records; using xxx system with limited access; using title IX level security of files; clinician will do intake and info about session will be kept confidential; can't be accessed by IT or anyone other than clinicians and one HR designee; conversation is protected by their licenses and certifications parameters. JL suggested that a legalese blurb regarding confidentiality be used at the bottom of the flyer, a part of the message will be key to help build trust and ease of use of the services. They will be out and seen and doing workshops as well. Integrating them with mindfulness and mental health programs on campus to support the work and de-mystifying the use of the service. Not associated with HR and do not work directly with HR, but under POD. Update: LH received confirmed that the Confidential Retreat funds is their C&amp;T budget. LH will bring to the confidential group for discussion on how to use the funds.</p> <ul style="list-style-type: none"><li>• GSR Update – Kellogg West for winter retreat; confirmed dates 01/20 &amp; 21/2022 8-4:30; working on agenda and workshops; 7 facilitators will spend night on hotel on property; working on online application form (Smartsheet) will open late November, with special invitation for newly hired classified</li></ul>
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		staff; ordering promo items; need to select guest speaker; working on workshop selection; having a total of 40 classified staff + 7 facilitators; reviewing activities (from past) and selection; use of different spaces for breakouts and small group meetings; menu-continental breakfast, lunch, dinner for facilitators; ME needs link to Smartsheet to announce at NEW Day and HR Orientation presentations; JL will help to revamp the logo. Will provide an update at December's CPDC mtg.
New Business	<ul style="list-style-type: none"> <li>Committee meeting date/time change (ME)</li> <li>PGB Proposed Activity Review (ME/LG) <ul style="list-style-type: none"> <li>- Vote by Email</li> </ul> </li> <li>Hollaback! (LG/ME) <ul style="list-style-type: none"> <li>- Spring workshops – Update</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Date/time change – ME will finalize and send out the poll.</li> <li>PGB – Transfer Symposium – Voted online and approved for PGB. ME will send out to co-chairs for signatures.</li> <li>Hollaback! – Add to next agenda.</li> </ul>
Future item(s) *Agenda items not completed from past meeting will be carried over to the next meeting's agenda.	<ul style="list-style-type: none"> <li>Marketing strategy for workshops <ul style="list-style-type: none"> <li>- CPDC logo/branding: Update (JL)</li> </ul> </li> <li>Training / Workshops Calendar <ul style="list-style-type: none"> <li>• Identify possible presenters for DEISA (All)</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Marketing – on hold</li> <li>Training / Workshop – determine next steps – on hold</li> </ul>
<b>PARKING LOT:</b>  Accreditation Alignment Assignments	Determine Format for doing this work <ul style="list-style-type: none"> <li>Provide Accreditation Alignment for December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes to Brenda (All)</li> <li>Update Accreditation Alignment on December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All)</li> </ul>	

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*Next **CPDC Meeting**:* Zoom dates have been scheduled for the remainder of the 2020-21 academic year. Agenda items tabled will be added to the agenda items of the next regularly scheduled semimonthly committee meeting.

### **Follow-up / Action Items**

Updated: 02.25.22

<b>Beginning Balance</b>	\$	115,000.00
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## **Chancellor's Funding – Seminars**

### 2020-21

Customer Centered Services  
Personal & Interpersonal Effectiveness  
Leading Others  
Positively Reducing Conflict  
Virtual Presentation & Facilitation Skills  
Bystander Intervention in the Workplace  
Resilience: This Moment & Beyond  
Visio

### 2021-22

Personal & Interpersonal Effectiveness  
Leading Others  
Positively Reducing Conflict  
Customer Centered Services  
Resiliency  
Bystander Intervention in the Workplace