



Classified Professional Development Committee

Tuesday, February 24, 2015

11:00 pm – 12:30 pm

Bldg. 40, Room 129

Minutes

Attendance:

x	Brenda Dial	x	Stacey Gutierrez	x	John Lewallen	x	Robert Montoya	x	Carol Nelson		Tannia Robles
x	Julie Hasslock	Minutes:								x	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 	Minutes from December meeting were approved.
POD Update <input type="checkbox"/> Stacey Gutierrez & John Lewallen	<ul style="list-style-type: none"> Reveal new POD logo Discuss content for newsletter representing Classified, Supervisors, Confidentials, etc. 	<ul style="list-style-type: none"> Stacey shared the new POD log with the group. POD is working on newsletter which will have sections for: Classified, Faculty, Supervisors, Confidentials, and faculty. Newsletter will be done bi-yearly. To include CPDC surveys, fall workshops, past events, and PDC will include conference and travel information along with photos.
Trainings <input type="checkbox"/> Stacey	<ul style="list-style-type: none"> Debrief about Professional Development Day and Flex Day NEW update 	<ul style="list-style-type: none"> Professional Development day; Opening sessions went over time. Early bird session was well received. Session1 workshops were well attended. It was suggested in the future for "Conversation with the President" to have a theme and select a different location to encourage more participation. CSEA 651 and 262 "Know Your Rights" had positive feedback on sessions. Suggestion was made: these meetings are offered every other month for employees. "Helping Veteran Students Succeed" Stacey will work with Lorenzo Harmon on offering a similar presentation and how to apply it for our students. Flex Day opening session was well attended. President Scroggins has requested we combine the day's activities for Fall Flex Day and Professional Development Day. RFP's will need to go out by March for fall professional development day. NEW was canceled for March 4, Stacey is looking to reschedule it to May 15. New Employee Handbook will be renamed to Classified



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		Professional Reference Guide. Stacey and Brenda are revamping the entire guide.
<p>Surveys</p> <p><input type="checkbox"/> All</p>	<ul style="list-style-type: none"> Review draft of evaluations to be used for general workshops Review evaluations from Professional Development Day Discuss needs assessment 	<ul style="list-style-type: none"> Stacey asked for feedback and suggestions on the evaluations POD is currently using for workshops. Suggestions were made for: Did the description of workshop meet your expectation? Instead: Was there something you wanted to learn and did not? Also, include: What improvement would you recommend? Stacey will make changes and send to CPDC to look at. It was suggested surveys be done utilizing Qualtrics in the future.
<p>Announcements</p> <p><input type="checkbox"/> All</p>	<ul style="list-style-type: none"> Attendance Discuss any important dates/Information, deadlines Classys week planning & Health Fair 	<ul style="list-style-type: none"> Stacey requested from the group to notify either Bill Rawlings or Susanna Andrade when you are not able to attend a CPDC meeting in advance. Quorum is needed in order to approve minutes. Classys is planned for week of May 18, NEW will be held on Friday, May 15. Stacey encouraged CPDC to stop by for either breakfast or lunch. The Wellness committee will be hosting an Employee Wellness Fair on May 15 from 11 am to 2 pm. Kaiser Permanente will be onsite with their Mobile Health Vehicle conducting screenings for employees.

Next Meeting: March 31, 2015, 11:00 am – 12:30 pm, Bldg. 40-129

Future Agenda Items: