



Classified Professional Development Committee

Tuesday, August 12, 2014

11:00 am – 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		Tannia Robles
<input checked="" type="checkbox"/>	Julie Hasslock		CSEA 651 (TBD)						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 July 8, 2014 were approved.
NEW <input type="checkbox"/> Stacey Gutierrez	<ul style="list-style-type: none"> Discuss the status of the New Employee Welcome (NEW) 	<ul style="list-style-type: none"> NEW is scheduled for September 26, 2014 in Founders Hall. All new classified and confidential employees are invited. POD has received over 35 employees that have agreed to attend. An immediate needs request will be submitted to cover cost of food and supplies.
CPDC Memberships & POD Staffing <input type="checkbox"/> John Lewallen & Stacey Gutierrez	<ul style="list-style-type: none"> Identify new and additional members 	<p>The following are CPDC members:</p> <ul style="list-style-type: none"> Stacey Gutierrez, manager of Professional & Organizational Development and co-chair of CPDC (ongoing position) John Lewallen is the newly appointed Classified Senate President and co-chair of CPDC (ongoing position) Brenda Dial, representative appointed by the Classified Senate, Permanent Part-time (2014-17) Julie Hasslock, representative appointed by CSEA 262 (2014-17) Robert Montoya, representative appointed by CSEA 651 (2014-17) Tannia Robles, representative appointed by Confidential Staff (2014-17) Carol Nelson, representative appointed by Confidential Staff (2014-2017)
Future Trainings <input type="checkbox"/> All	<ul style="list-style-type: none"> Identify the types of trainings format Identify timeframes Refer to emergency preparedness week as an example 	<ul style="list-style-type: none"> CPDC agreed to hold Flex day in Fall 2015 one week before school starts to allow for higher participation rates. Also, discussion about holding another FLEX sometime in the Spring, possibly in February. An option is offering training classes done in a week long format offering morning and afternoon workshops. A theme will be identified. Stacey shared information on the planning of Emergency Preparedness week. Ongoing challenge is release time for employees.
Announcements <input type="checkbox"/> All	<ul style="list-style-type: none"> Discuss any important dates/Information, deadlines Flex day for classified 	<ul style="list-style-type: none"> Emergency Preparedness week will be taking place September 15 – 19, 2014. CPDC will work on Flex day announcement.

Next Meeting: September 9, 2014, 11:00 am – 1:00 pm, Bldg. 40-129

Future Agenda Items: Accreditation