

## Classified Professional Development Committee

Tuesday, February 28, 2017

11:00 am – 12:30 pm

Bldg.6, Room 144

### Minutes

**No Quorum**

#### Attendance:

<input type="checkbox"/> John Casper	<input type="checkbox"/> Cesar Castañeda	<input type="checkbox"/> Ruben Flores	<input checked="" type="checkbox"/> Lianne Greenlee	<input checked="" type="checkbox"/> John Lewallen	<input type="checkbox"/> Carol Nelson
<input checked="" type="checkbox"/> Bill Rawlings	<input type="checkbox"/> CSEA 262 FT (Vacant)	<input type="checkbox"/> CSEA 262 PT (Vacant)			
Guest(s): <input type="checkbox"/>					<input checked="" type="checkbox"/> Brenda Dial (Minutes)

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>Review Agenda</li> <li>Review and approve minutes</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
CPDC	<ul style="list-style-type: none"> <li>Super PDC</li> <li>Workgroup Report Out</li> </ul>	<ul style="list-style-type: none"> <li></li> </ul>
POD	<ul style="list-style-type: none"> <li>News and Updates</li> <li>C&amp;T Budget</li> <li>SanFACC</li> <li>VOICE</li> <li>Website</li> </ul>	<ul style="list-style-type: none"> <li>News and Updates               <ul style="list-style-type: none"> <li>New POD Coordinator Hired                   <ul style="list-style-type: none"> <li>Yolanda Haro: will begin Monday, March 13, 2017</li> <li>Will be working on NEW Employee Handbook</li> <li>Lianne would like to request that Yolanda attend CPDC as a guest from time to time; John and Bill approved request</li> </ul> </li> </ul> </li> <li>SanFACC               <ul style="list-style-type: none"> <li>Lianne, Liesel and John will make up review committee for applicants (Mid-April meeting already set)                   <ul style="list-style-type: none"> <li>Top four (4) will attend SanFACC Meeting</li> </ul> </li> <li>Two Campus Announcements will be made; March and April                   <ul style="list-style-type: none"> <li>John will announce to Classified Senate</li> </ul> </li> </ul> </li> <li>VOICES               <ul style="list-style-type: none"> <li>Due to funding needs, decided best not to report to PDC</li> <li>Instead will occasionally report out to PDC as guest</li> <li>Will revise budget and plan, and resubmit to President</li> </ul> </li> </ul>

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<p>Great Staff Retreat</p>	<ul style="list-style-type: none"> <li>Confirmed Dates</li> <li>MPDC Discussion Update re: Crossover Opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Confirmed Dates             <ul style="list-style-type: none"> <li>May 17-19</li> <li>Facilitators asked about willingness to assist                 <ul style="list-style-type: none"> <li>3 to continue on</li> <li>Others to roll out</li> </ul> </li> <li>Call out for new facilitators/presenters coming soon</li> <li>Facilitator meeting coming up; final list coming soon</li> <li>Workshops being reviewed</li> <li>Process check also happening right now</li> <li>Strengthsfinder during Classified Professional Development Day (CPD-Day) plus two follow-ups during year is the goal                 <ul style="list-style-type: none"> <li>Team to define what two additional trainings will focus on                     <ul style="list-style-type: none"> <li>Spring &gt; Great Staff</li> <li>Summer &gt; Strengthsfinder</li> <li>Fall &gt; 1<sup>st</sup> Follow-Up                             <ul style="list-style-type: none"> <li>Communication</li> <li>Winter &gt; Report out and 2<sup>nd</sup> Follow-Up                                     <ul style="list-style-type: none"> <li>Great Staff Ramp-Up</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> <li>Possible Leadership Certification:                 <ul style="list-style-type: none"> <li>Great Staff</li> <li>Strengthsfinder</li> <li>Fall Training</li> </ul> </li> </ul> </li> </ul>
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		<ul style="list-style-type: none"> <li>• Winter Report Out               <ul style="list-style-type: none"> <li>◦ Lianne to discuss with Liesel for additional ideas*</li> </ul> </li> <li>◦ Bill to request 2016 Report Out from Carol*               <ul style="list-style-type: none"> <li>▪ Use as starting point for Classified trainings throughout the year</li> </ul> </li> </ul> <p><b>Homework: Lianne Greenlee</b></p> <ul style="list-style-type: none"> <li>• <b>Discuss Classified Leadership Certificate ideas with Liesel</b></li> </ul> <p><b>Homework: Bill Rawlings</b></p> <ul style="list-style-type: none"> <li>• <b>Request 2016 Great Staff Report Out from Carol</b></li> </ul>
<p>New Employee Welcome</p>	<ul style="list-style-type: none"> <li>• Tour Update</li> <li>• Handbook Review/Updates</li> </ul>	<ul style="list-style-type: none"> <li>• Tour Update (handout given)               <ul style="list-style-type: none"> <li>◦ New Faculty Seminar (NFS) did tour; 6-hour day</li> <li>◦ Experiences more valuable: more so than building locations</li> <li>◦ Farm – No; Horticulture – Yes (30 min.)</li> <li>◦ POD &gt; Theater &gt; Eatery &gt; Bookstore &gt; Continuing Ed &gt; Farm</li> <li>◦ Meek – Yes</li> <li>◦ Planetarium – No</li> <li>◦ Industrial Design Center – Yes</li> <li>◦ Wildlife Sanctuary – No</li> <li>◦ Farm &gt; CDC &gt; Industrial Design Center &gt; Planetarium &gt; Observatory &gt; Meek                   <ul style="list-style-type: none"> <li>◦ Proposed:                       <ul style="list-style-type: none"> <li>▪ 3-hour tour (Noon-3pm)</li> <li>• POD in the am</li> <li>• Lunch at Mountie Café</li> <li>• Tour (Walking)</li> <li>• Closing in POD</li> <li>▪ Open to <u>all</u> new staff (Classified, NFS, Managers)</li> </ul> </li> </ul> </li> </ul> </li> </ul>
<p>Future Survey</p>	<ul style="list-style-type: none"> <li>• Plan/Discuss</li> </ul>	<ul style="list-style-type: none"> <li>• To be given before or directly after Great Staff</li> <li>• Lianne suggests using Great Staff and CPD-Day results first before sending out huge survey</li> <li>• Bill suggests POD Satisfaction Survey to see how/if needs are being met</li> <li>• Next year (2018) full survey will be given</li> </ul>

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		<ul style="list-style-type: none"> <li>• 2-Year Cycle</li> </ul>
2016-17 Meeting Dates	<ul style="list-style-type: none"> <li>• Updated Schedule</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• Any additional information to add or discuss</li> </ul>	<ul style="list-style-type: none"> <li>• CPD-Day Call for Proposals               <ul style="list-style-type: none"> <li>◦ Spring, before Great Staff</li> <li>◦ Once responses come in, a special call for specifics areas of interest may need to go out                   <ul style="list-style-type: none"> <li>▪ Possible subject matter:                       <ul style="list-style-type: none"> <li>• Psychology*</li> </ul> </li> </ul> </li> </ul> </li> </ul>
		<p><b>Homework: John Lewallen and Bill Rawlings</b></p> <ul style="list-style-type: none"> <li>• <b>Discuss Psychology Expert (Marc Cardenas)</b></li> </ul>

**Next CPDC Workgroup Meeting:** April 11, 2017 (6-144)

**Next CPDC Meeting:** April 25, 2017 (6-144)

**Future Agenda Items:**