



# Classified Professional Development Committee

Tuesday, June 27, 2017

11:00 am – 12:30 pm

Bldg.6, Room 144

## Minutes

### Attendance:

|   |   |  |   |   |   |
|---|---|--|---|---|---|
| <input type="checkbox"/> John Casper              | <input type="checkbox"/> Cesar Castañeda      | <input checked="" type="checkbox"/> Ruben Flores | <input checked="" type="checkbox"/> Lianne Greenlee | <input checked="" type="checkbox"/> Marlyn Lanuza         | <input checked="" type="checkbox"/> John Lewallen |
| <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>Minutes               <ul style="list-style-type: none"> <li>April 25, 2017 – Approved</li> <li>May 30, 2017 – Approved</li> </ul> </li> </ul>  |
| POD     | <ul style="list-style-type: none"> <li>C&amp;T Final 2016-17 Budget Report</li> </ul>  | <ul style="list-style-type: none"> <li>C&amp;T Final 2016-17 Budget Report               <ul style="list-style-type: none"> <li>Handout given</li> <li>Per PDC's review of 2016-17 C&amp;T activity:                   <ul style="list-style-type: none"> <li>The allocation maximum will be increased to \$1800 going forward</li> <li>Group applications will be introduced</li> <li>Funding will be set aside for industry specific, mandatory training (e.g. IT, Graphic Design, etc.)</li> <li>C&amp;T Packet Follow-Up Evaluation will now be mandatory or future requests will be denied; Evaluation's will now be done online</li> </ul> </li> </ul> </li> </ul> |
| CPDC    | <ul style="list-style-type: none"> <li>Membership</li> <li>Purpose &amp; Function</li> <li>Workgroup Report Out               <ul style="list-style-type: none"> <li>Criteria Development</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>Membership               <ul style="list-style-type: none"> <li>Sandra Bollier, CSEA 262 President, to appoint Marlene Espina possibly as CSEA 262 F-T Representative                   <ul style="list-style-type: none"> <li>John to bring up Diana Dzib option during CSEA 262 Executive Board for final appointment decision</li> </ul> </li> </ul> </li> </ul>   |




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|  |  | <ul style="list-style-type: none"> <li>○ Should Supervisor Representative remain as part of CPDC Structure moving forward?             <ul style="list-style-type: none"> <li>▪ Decision was made to eliminate Supervisor Representative based on the changes in the structure of the College</li> <li>▪ Supervisor Representative Seat to be listed as vacant moving forward, until seat officially eliminated</li> </ul> </li> <li>• Purpose &amp; Function             <ul style="list-style-type: none"> <li>○ Draft Goals discussed and updated             <ul style="list-style-type: none"> <li>▪ Goal Area 2 modified to now read: "Great Staff Retreat will be extending into ongoing Learning Opportunities" and "Partnering with Professional Learning Team to included Classified in Academy"</li> <li>▪ Will be sent to PDC for review</li> </ul> </li> </ul> </li> <li>• Workgroup Report Out             <ul style="list-style-type: none"> <li>○ Criteria Development             <ul style="list-style-type: none"> <li>▪ POD Activity Proposal Form draft handed out, reviewed and approved</li> <li>▪ All Professional Growth Benefit Criteria approved</li> </ul> </li> </ul> </li> </ul> <p><b>Homework: Brenda</b><br/>  <b>Update CPDC Draft Goals and give to Lianne to present to PDC</b></p> |
| <p>Professional Growth Benefit (PGB)</p> | <ul style="list-style-type: none"> <li>• Classified Professional Growth Benefit Memo Review</li> <li>• Requests for PGB:             <ul style="list-style-type: none"> <li>○ AB 540 DREAM Ally Training</li> <li>○ Campus Community Emergency Response Team (C-CERT) Training</li> <li>○ Campus Community Emergency Response Team (C-CERT) Training:</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>• Classified Professional Growth Benefit Memo Review             <ul style="list-style-type: none"> <li>○ Handout given</li> <li>○ Reviewed and modified             <ul style="list-style-type: none"> <li>▪ Check box added to form that reads: "I verify that I attended this activity on non-working time.*"</li> <li>▪ Will go live once update made</li> </ul> </li> </ul> </li> <li>• Requests for PGB:</li> </ul>   |



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|                            | <ul style="list-style-type: none"> <li>Emergency Communications</li> <li>o Campus Community Emergency Response Team (C-CERT) Training: Traffic and Crowd Control Management</li> <li>o LD 130/EQ 130 Leading for Equity</li> <li>o New Employee Welcome (NEW) Series</li> </ul> | <ul style="list-style-type: none"> <li>o AB 540 DREAM Ally Training               <ul style="list-style-type: none"> <li>▪ <i>Approved for 6.0 hours</i></li> </ul> </li> <li>o Campus Community Emergency Response Team (C-CERT) Training               <ul style="list-style-type: none"> <li>▪ <i>Approved for 18.0 hours</i></li> </ul> </li> <li>o Campus Community Emergency Response Team (C-CERT) Training: Emergency Communications               <ul style="list-style-type: none"> <li>▪ <i>Approved for 4.0 hours</i></li> </ul> </li> <li>o Campus Community Emergency Response Team (C-CERT) Training: Traffic and Crowd Control               <ul style="list-style-type: none"> <li>▪ <i>Approved for 4.0 hours</i></li> </ul> </li> <li>o LD 130/EQ 130 Leading for Equity               <ul style="list-style-type: none"> <li>▪ <i>Approved for 8.0 hours</i></li> </ul> </li> <li>o New Employee Welcome (NEW) Series               <ul style="list-style-type: none"> <li>▪ <i>Approved for 8.0 hours</i></li> </ul> </li> </ul> <p><b>Homework: Brenda</b><br/>           @ <b>Update Classified Professional Growth Benefit Memo</b></p> |
| <p>CPD-Day</p>             | <ul style="list-style-type: none"> <li>• Workgroup Report Out</li> </ul>  | <ul style="list-style-type: none"> <li>• <b>Tabled</b></li> </ul>   |
| <p>Great Staff Retreat</p> | <ul style="list-style-type: none"> <li>• Report Out</li> </ul>  | <ul style="list-style-type: none"> <li>• Report Out               <ul style="list-style-type: none"> <li>o <b>Tabled</b></li> <li>o Per Lianne, event photos and data need for POD Website</li> </ul> </li> </ul> <p><b>Homework: Bill</b><br/>           @ <b>Follow-up with Carol re: Great Staff 2017, and find out who may have photos from event</b></p> <p><b>Homework: John</b><br/>           @ <b>Will provide Great Staff 2016 photos</b></p>   |



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|                       |  | <b>AGENDA</b><br>Great Staff 2017 Report Out<br>Great Staff 2018 Format Discussion<br>Great Staff 2018 Dates   |
| 2017-18 Meeting Dates | <ul style="list-style-type: none"> <li>Review current meeting schedule</li> </ul>              | <ul style="list-style-type: none"> <li>Review current meeting schedule               <ul style="list-style-type: none"> <li>Draft handout given</li> <li>Dates approved</li> </ul> </li> </ul> <p><b>Homework: Brenda</b><br/>  Send out meeting request to all CPDC Members</p>   |
| 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>Lianne brought up possibly going back and reviewing 2016-17 POD activities to see if any of them would be eligible for PGB               <ul style="list-style-type: none"> <li>It was decided that the CPDC Workgroup would be resurrected beginning September 2017 to review these activities</li> </ul> </li> </ul> <p><b>Homework: Brenda</b><br/>  Send out meeting request for CPDC Workgroup</p> |

**Next CPDC Workgroup Meeting:** September 12, 2017 (6-144)

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

**Future Agenda Items:**