



# Classified Professional Development Committee

Tuesday, July 25, 2017

11:00 am – 12:30 pm

Bldg.6, Room 144

## Minutes

### Attendance:

<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 type="checkbox"/> Bill Rawlings
<input type="checkbox"/> Supervisor (Vacant)	<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>June 27, 2017 – Approved</li> </ul> </li> </ul>
CPDC	<ul style="list-style-type: none"> <li>Membership</li> </ul>	<ul style="list-style-type: none"> <li>Membership               <ul style="list-style-type: none"> <li>Marlene Espina has been recommended as the new CSEA FT Representative</li> <li>Cindi Orr is appointed as the new CSEA PT Representative</li> </ul> </li> </ul>
Great Staff Retreat	<ul style="list-style-type: none"> <li>Report Out</li> <li>Format Discussion</li> <li>2018 Dates</li> </ul>	<ul style="list-style-type: none"> <li><b>Tabled</b></li> </ul> <p><b>AGENDA</b></p> <ul style="list-style-type: none"> <li>2017 Report Out</li> <li>2018 Format Discussion</li> <li>2018 Dates</li> </ul>
CPD-Day	<ul style="list-style-type: none"> <li>Workgroup Report Out</li> <li>Opening Session</li> </ul>	<ul style="list-style-type: none"> <li>Workgroup Report Out               <ul style="list-style-type: none"> <li>Workshops almost open for registration; will up by the end of the week</li> <li>Remove "Pathway" from all titles</li> <li>Handouts will be determined by CPD-Day Workgroups next meeting                   <ul style="list-style-type: none"> <li>Qty. 350</li> <li>Included in packet so far: POD Business Center, CSEA 262, CSEA 651, Confidentials, VOICES,</li> </ul> </li> </ul> </li> </ul>



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		<p>Schedule of the Day (Rosa), Notepad, Pens (Foundation), Bag, Water Bottle</p> <ul style="list-style-type: none"><li>○ Volunteers<ul style="list-style-type: none"><li>▪ Classified Senate willing to help</li><li>▪ Marlyn willing to help</li><li>▪ CPD-Day Workgroup to discuss at next meeting<ul style="list-style-type: none"><li>• Logistics: Sign-In Table, Presenter Table, Room Walk Throughs, Technology Needs, Keys, Directing, Lunches, Sign-In Sheet/Eval Pick Ups, Give Away Team</li></ul></li><li>▪ Master List of Sessions/Times/Locations will be needed for all Volunteers</li></ul></li><li>○ CPD-Day Online Evaluation<ul style="list-style-type: none"><li>▪ To be sent out Monday following event</li><li>▪ Last year's survey will be reviewed and used to design this year's survey</li></ul></li><li>• Opening Session<ul style="list-style-type: none"><li>○ POD was asked to present during the CPD-Day Opening Session by Dr. Scroggins<ul style="list-style-type: none"><li>▪ Allotted time: 15 min.</li><li>▪ Lianne would like to invite CPDC up to stage with her</li><li>▪ Presentation should include:<ul style="list-style-type: none"><li>• CSEA 262 CBA - Article 20 Overview</li><li>• Programs<ul style="list-style-type: none"><li>○ Big Events for 2017/18<ul style="list-style-type: none"><li>▪ NEW &amp; NEW Series (Ruben)</li><li>▪ Mindfulness &amp; Wellness (Ruben)</li><li>▪ Emotional Intelligence for Diversity</li><li>▪ Project Management</li><li>▪ Leadership Academy<ul style="list-style-type: none"><li>• Leading for Equity (i.e. Colson Whitehead)</li></ul></li></ul></li></ul></li></ul></li><li>○ Survey of Needs/CPD-Day</li></ul></li></ul></li></ul>
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		<ul style="list-style-type: none"> <li>Assessment (Cesar)               <ul style="list-style-type: none"> <li>○ Great Staff (Bill &amp; Carol)</li> <li>○ Conference &amp; Travel (John)                   <ul style="list-style-type: none"> <li>▪ New Form</li> <li>▪ Increase in per person yearly maximum allowance (\$1800)</li> <li>▪ Group Requests</li> <li>▪ Follow-Up Survey</li> </ul> </li> <li>○ VOICES</li> <li>○ Testimonials (Ruben, Marlyn, Marlene)                   <ul style="list-style-type: none"> <li>▪ Lianne's "Key" Presentation was reviewed and modified to utilize during the Opening Session</li> </ul> </li> </ul> </li> </ul> <p><b>Homework: Lianne</b></p> <ul style="list-style-type: none"> <li>🌀 Share CPD-Day Tasks Smartsheet with John &amp; Rosa</li> <li>🌀 Review/Modify and send out Last Year's Assessment to all committee members for input</li> <li>🌀 Adapt "Key" Presentation to CPD-Day Opening Session Presentation</li> </ul> <p><b>Homework: Brenda</b></p> <ul style="list-style-type: none"> <li>🌀 Set Up Dry Run for Opening Session Presenters (August 15, 2017, @11:30 am, 6-144)</li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• Any additional information to add or discuss</li> </ul>	<p><b>AGENDA</b></p> <ul style="list-style-type: none"> <li>🌀 Purpose, Function, Membership review</li> </ul> <p><b>Homework: Lianne</b></p> <ul style="list-style-type: none"> <li>🌀 Review/Modify and send out Last Year's Assessment to all committee members for input</li> </ul>

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

**Next CPDC Meeting:** August 29, 2017 (6-144)



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***Future Agenda Items:***