

## Classified Professional Development Committee

Meeting Minutes

11/10/20

### Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Appointed by Classified Senate)	<input checked="" type="checkbox"/> Ruben Flores (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lianne Greenlee (Director, POD)	<input checked="" type="checkbox"/> Lizette Henderson (Appointed by Confidential Staff)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President or Appointed by Classified Senate)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT)	<input type="checkbox"/> CSEA Part-time (Vacant)		<input type="checkbox"/> CSEA 651 (Vacant)
Guest(s):			<input checked="" type="checkbox"/> Marlene Espina, Coordinator-POD	

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>• Review Agenda (JL &amp; RA)</li> <li>• Review and approve minutes                             <ul style="list-style-type: none"> <li>○ 9/22/20</li> <li>○ 10/27/20</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• DD motion to approve, 2<sup>nd</sup> by CO – approved by acclamation</li> <li>• 9/22 minutes motion to approve, JL; 2<sup>nd</sup> by CO – approved by acclamation.</li> <li>• 10/27 minutes motion to approve JL, 2<sup>nd</sup> by CO – approved by acclamation</li> </ul>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> <li>• ASAG email response (JL)</li> <li>• Executive Summary (ME)</li> <li>• CPD Day Videos (ME)</li> <li>• Past survey review (ME, JL)</li> <li>• CPDC PFM (RA)</li> <li>• Committee Web Page Updates &amp; Archives (ME)</li> <li>• Chancellor’s office funding process determination (RA, LG)</li> <li>• Budget Update (LG)</li> <li>• Great Staff Retreat Resolution (RA)</li> </ul>	<ul style="list-style-type: none"> <li>• ASAG - JL will share response with RA.</li> <li>• Exec Summary – RA compared survey of 2019 and Exec Summary and then decide the offerings for the year. Follow-up at the next meeting with comparison results; RA sent out the CSEA survey results to be compared with the CPDC survey (10/27 email), committee members to review the info and bring back questions for discussion.</li> <li>• CPD Day Videos – Tech Services provided access to draft and ME will review and provide feedback (if needed) and will post to CPDC website once updates of site is complete.</li> <li>• Past survey review – ME will compile a list of the last two years of survey info and workshops in preparation of developing a training calendar for 20-21.</li> </ul>

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	<ul style="list-style-type: none"> <li>NEW Series Revamp (Reference 9/22/20 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>PFM – RA proposed the CSEA 262 PT become either PT or FT; RA will contact Robert Stubbe (CSEA 262) about the person who was appointed to the position. Updated and will be sent to PDC; <b>(Completed 12/08/20)</b></li> <li>Webpage – POD has started the process of updating the website.</li> <li>Chancellor’s office funding – RA the form was developed and advertised for use; CO, DD &amp; ME to meet to discuss the form and define the process, communication &amp; timeline.</li> <li>Budget Update - RA asked for an update for balance; LG to provide budget update to the committee and the workgroup</li> <li>GSR Resolution – RA proposed a resolution on the function and role of the taskforce; the goal is to preserve the autonomy of the committee with guidance provided by CPDC; this is the first reading and RA will send out for review and have a 2<sup>nd</sup> reading at the next CPDC meeting, then it will go to PAC; <b>(pulled from agenda 12/08/20)</b></li> <li>NEW Series - Do we want to invite Yolanda Haro to provide an update on the series revamp? ME asked the committee if we want to invite back Yolanda to present on the new version; LG asked for clarification and asked if input was provided by CPDC? LG indicated there are a few questions-what was the intent, was it accomplished, what will be included in the NEW series; CPDC needs to provide direction; A subgroup will be organized (JL, RA, RF, LG) to provide direction and bring back to committee</li> </ul>
New Business	<ul style="list-style-type: none"> <li>Developing a training calendar <b>(ME)</b></li> <li>Marketing plan for workshops <b>(All)</b></li> </ul>	<ul style="list-style-type: none"> <li>Training Calendar – The committee will review the Executive Summary, CPD Day survey and CSEA 262 survey, and bring back ideas for developing a training calendar; LH, RF &amp; RA will look at the data and bring back suggestions on what to offer.</li> <li>Marketing will be done based on the calendar and the intervals.</li> </ul>
Training 2020-21	<p>Topic selection, dates, time</p> <ul style="list-style-type: none"> <li>Leadership Development Series – Spring <b>(ME)</b></li> <li>CSEA 262., 651 &amp; Confidential Group <b>(ME)</b></li> </ul>	<ul style="list-style-type: none"> <li>Leadership Development Series proposed spring dates, May 7, 14, 21, 2021; new dates selected after conversation about availability - Apr 30, May 7, 14; can go ahead and book the presenter with the new dates.</li> </ul>

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	<ul style="list-style-type: none"> <li>Classified Staff Diversity/Equity/Inclusion Training – Plan (All)</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Closed or Open Sessions? RA proposed open it to all classified and confidential staff; LG proposed that managers be asked for input on recommending who to attend from their dept and encourage attendance; target groups to participation, use the Smartsheet to filter, and then open it up to others; JL will provide the classified list, RA will reach out to the 2<sup>nd</sup> VP of CSEA 262 for info on current 262 members on committees, LH will reach out to Lucy De Leon for confidential leaders; ME will contact RF to provide the leaders for CSEA 651.</li> </ul>
Professional Growth Benefit (PGB)	<ul style="list-style-type: none"> <li>New Requests</li> <li>Pending/outstanding (enclosed)</li> </ul>	<ul style="list-style-type: none"> <li><b>Tabled</b></li> </ul>
<b>PARKING LOT:</b>  Accreditation Alignment Assignments*	<p>Determine Format for doing this work</p> <ul style="list-style-type: none"> <li>Provide Accreditation Alignment for December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes to Brenda (All)</li> <li>Update Accreditation Alignment on December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All)</li> </ul>	<ul style="list-style-type: none"> <li><b>Tabled</b></li> </ul>
Future agenda item(s)	<p>*Agenda items not completed from past meeting will be carried over to the next meeting’s agenda.</p>	<p>Next meeting date, 11/24/20 will be used as a space for workgroups since the committee will not have quorum due to the upcoming holiday.</p>

**Next CPDC Meeting:** Zoom dates have been scheduled for the remainder of the 2020-21 academic year. Agenda items tabled will be added to the agenda items of the next regularly scheduled semimonthly committee meeting.