Classified Professional Development Committee

Meeting Minutes

11/10/20

Attendance:

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

Item	Purpose	Outcome

Welcome	• Review Agenda (JL & RA)
	• Review and approve minutes
	  ○ 9/22/20
	  ○ 10/27/20
		• DD motion to approve, 2nd by CO – approved by acclamation
		• 9/22 minutes motion to approve, JL; 2nd by CO – approved by acclamation.
		• 10/27 minutes motion to approve JL, 2nd by CO – approved by acclamation

Old Business	Updates/Follow-up: • ASAG email response (JL) • Executive Summary (ME) • CPD Day Videos (ME) • Past survey review (ME, JL) • CPDC PFM (RA) • Committee Web Page Updates & Archives (ME) • Chancellor's office funding process determination (RA, LG) • Budget Update (LG) • Great Staff Retreat Resolution (RA)	• ASAG - JL will share response with RA. • 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. • 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. • 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.

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	• NEW Series Revamp (Reference 9/22/20 minutes)	• 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; (Completed 12/08/20) • Webpage – POD has started the process of updating the website. • Chancellor's office funding – RA the form was developed and advertised for use; CO, DD & ME to meet to discuss the form and define the process, communication & timeline. • Budget Update - RA asked for an update for balance; LG to provide budget update to the committee and the workgroup • 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 2nd reading at the next CPDC meeting, then it will go to PAC; (pulled from agenda 12/08/20) • 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
New Business	• Developing a training calendar (ME) • Marketing plan for workshops (All)	• 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 & RA will look at the data and bring back suggestions on what to offer. • Marketing will be done based on the calendar and the intervals.
Training 2020-21	Topic selection, dates, time • Leadership Development Series – Spring (ME) • CSEA 262., 651 & Confidential Group (ME)	• 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.

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	• Classified Staff Diversity/Equity/Inclusion Training – Plan (All) •	• 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 2nd 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.
Professional Growth Benefit (PGB)	• New Requests • Pending/outstanding (enclosed)	• Tabled
PARKING LOT: Accreditation Alignment Assignments*	Determine Format for doing this work • 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) • Update Accreditation Alignment on December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All)	• Tabled
Future agenda item(s)	*Agenda items not completed from past meeting will be carried over to the next meeting's agenda.	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.

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.