

## Classified Professional Development Committee

Meeting Minutes – 02/02/21

### Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> Ruben Flores (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lianne Greenlee (Director, POD)	<input checked="" type="checkbox"/> Lizette Henderson (Confidential Staff Rep)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President/Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input checked="" type="checkbox"/> Nancy Campos CSEA 262 Part-time Rep	<input type="checkbox"/> CSEA 651 Rep (Vacant)	<input type="checkbox"/>
Guest(s) 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 (JL, RA or ME)                             <ul style="list-style-type: none"> <li>○ 12/08/20</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Agenda: RA requested to move PFM to top of old business in the agenda; Reviewed and accepted with changes; approved by acclamation</li> <li>• Minutes: Reviewed and accepted with correction(s) to spelling (RA); motion to accept minutes with correction by RA, 2<sup>nd</sup> by LG, approved by acclamation with two members abstaining (DD, JL)</li> </ul>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> <li>• CPDC PFM (LG, RA, JL) (moved up the agenda by RA)</li> <li>• MS Visio – Update (ME/LG)</li> <li>• CPD Day planning &amp; volunteer workgroup (ME)</li> <li>• Marketing plan for workshops (All)</li> <li>• Training / Workshop Calendar (RA/JL)                             <ul style="list-style-type: none"> <li>- Diversity, Equity &amp; Inclusion training plan (All)</li> </ul> </li> <li>• Chancellor’s office funding process determination (DD, CO, ME);</li> <li>• NEW Series Revamp (ME)</li> <li>• Professional Growth Benefit (PGB) – Pending approvals (ME)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>PFM</b> – RA/JL/LG provided the committee an update on the discussion between CSEA 262 &amp; CSEA 651 and the committee leadership; ME was not part of this discussion; Committee discussed CPDC membership and voted to add a member to CPDC entitled “Facilitator” to be held by the POD Coordinator. Furthermore, the committee voted to make this position was a full voting member of the committee. Responsibilities of role to be determined at a future meeting.</li> <li>• MS Visio – Tabled to next meeting</li> <li>• CPD Day Planning – Tabled to next meeting</li> <li>• Marketing Plan – Targeted promotion (651)</li> <li>• Training Calendar – RA provided “unofficial” update, and identified the gaps in training topics; discussion among the committee included funding for outside vendors (e.g., CSEA, CalPERS) to provide training for those identified gaps; next steps to be discussed at next meeting.</li> <li>• Chancellor’s office funding Request Form (workgroup update) – DD &amp; CO provided the committee an “unofficial” update (conversation took place</li> </ul>

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		<p>during unofficial meeting-no quorum) and discussion was about use of funds for CPD Day speaker; funding request process; advertising funding available; equitable distribution of fund among requesting groups; first come, first served basis, % of funding based on group size impact; use for CSEA 651 urgent need training; work with Janitorial and funding a portion of their Janitorial University training; prioritizing use of funds; next steps to be discussed at next meeting.</p> <ul style="list-style-type: none"> <li>• NEW Series – (identify workgroup)</li> <li>• PGB Approvals – None</li> </ul>
New Business	Membership Discussion	Committee discussed CPDC membership role of POD Coordinator, currently held by Marlene Espina.
Future item(s)	*Agenda items not completed from past meeting will be carried over to the next meeting's agenda.	
Good of the Order	Plus+ / delta ▲	
<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>	

**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.

Notes: The committee members had an in-depth discussion about the PFM, and did not get to other agenda items.