

Classified Professional Development Committee

Meeting Minutes – 02/16/21

Attendance:

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| <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 type="checkbox"/> Nancy Campos CSEA 262 Part-time Rep | <input type="checkbox"/> CSEA 651 Rep (Vacant) | <input type="checkbox"/> |
| Guest(s) | | | | |
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| Item | Purpose | Outcome |
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| Welcome | <ul style="list-style-type: none"> • Review Agenda (JL & RA) • Review and approve minutes (JL, RA or ME) <ul style="list-style-type: none"> ○ 02/02/21 | <ul style="list-style-type: none"> • Agenda: • Minutes: |
| Old Business | <p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • MS Visio – Update (LG) • CPDC PFM – Update (LG) • CPD Day planning (LG) • Chancellor’s office funding process determination (DD, CO) • Training / Workshop Calendar <ul style="list-style-type: none"> - Diversity, Equity & Inclusion training plan (All) • Marketing plan for workshops (All) • NEW Series Revamp (LG) • Professional Growth Benefit (PGB) – Pending approvals (LG) | <ul style="list-style-type: none"> • MS Visio – Proposal update; approval for additional funds since a new vendor is being contracted and new fees. Marlene reached out to several vendors but found it difficult to find someone willing to do the training. She was able to secure a company, New Horizons, who is willing to do a 1-day online training for up to 15 attendees that would cost \$3,000.00. This would be \$200 per participant for a full day of training. The committee felt that this amount was reasonable. This training has been in the making for one year. There is still a priority for confidential staff to be trained on MS Visio. A few classified administrators would also be able to benefit from this training. The committee felt that the pricing was fair. All in favor, motions passes. • CPDC PFM – Marlene is not present at today’s meeting. The role that this position will play on this committee is up for discussion. The committee felt that it was important that Marlene is part of this conversation, and felt it was best that we table this to the next meeting, when Marlene is present. We still need feedback from Marlene as to whether or not she wants to take minutes during the meeting. Some duties that will be discussed include: |

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- Facilitate CPD-Day Workgroup
 - Give input to agenda along with Co-chairs
 - Coordinate CPDC focused training – work with presenters/vendors, scheduling, marketing, etc.
 - Collaborate with POD on financial support for programs (Ex, Coordinate CCCC Funds, CPD-Day funds, etc.)
 - Outreach to all classified units (CSEA 262, CSEA 651, and Confidential)
 - Minutes/Notes/Recorder?
- CPD Day Planning – It appears as if we maybe online again this year for CPD Day. We can start working on brainstorming the workshops we want to offer. It would be ideal if we could address some of the things needs listed on the feedback/survey. We should start thinking about the keynote speaker. We also discussed the duration of breakout sessions and possibly changing them from 60 minutes to 90 minutes, so that we can take a deeper dive into the topics. The committee felt that if it is of substantial value and the presenter can engage the audience, then 90 minutes maybe good. The committee could work with the presenters to remind them to allow for break/stretch time in their presentation. We also discussed the possibility of doing a 60-minute track and a 90-minute tract. For 90-minute workshops, we agreed that they need to be interactive and possibly hands on. The task force will work in conjunction with CPDC committee members to determine the keynote speaker. The CPDC committee with come up with a “theme” for the day. We can review our past themes at our next meeting. We discussed the keynote should be motivational and possibly hit on topics such as organization, falling back into a routine, transitioning, mental health, and a general reminder of safety measure that should be practiced. Lianne will report out at our next meeting on how the format of Spring Flex Day for faculty worked. Question-Will the Classy’s take place online this year? John will follow up and report out at the next meeting.
- Chancellor’s office funding Request Form (workgroup update & next steps) – Marketing. John will come up with a visual and send it to the committee for review. The best way to notify classified staff of the funding, would be in an e-mail blast. Marlene will find a home for this information on the POD’s website. The form will be converted to a Smartsheet and a link to the Smartsheet will be attached to the e-mail blast. No changes to the content of

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| | | <p>the form will take place, but since we are in an online environment currently, this will be the best way to receive and collect the information.</p> <ul style="list-style-type: none"> • Training / Workshop Calendar – (DEI) • Marketing Plan – Targeted promotion (651) – • NEW Series – (identify workgroup) • PGB Approvals – None pending. |
| New Business | <ul style="list-style-type: none"> • Great Staff Retreat (RA) | <ul style="list-style-type: none"> • Set up schedule to invite leaders to provide updates to CPDC <p>Rosa reached out to Barbara and Carlos. The facilitators and coordinators have not met. Therefore, as of now, there is no update.</p> |
| <p>Future item(s)</p> <p>*Agenda items not completed from past meeting will be carried over to the next meeting's agenda.</p> | <ul style="list-style-type: none"> • Training / Workshop - Identified Gaps (ME) | <p>Committee members should review the handout that Rosa sent along with minutes of our last meeting. Handout with highlighted areas. Be prepared to discuss the identified gaps at our next meeting.</p> |
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| <p>PARKING LOT:</p> <p>Accreditation Alignment Assignments</p> | <p>Determine Format for doing this work</p> <ul style="list-style-type: none"> • 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) | |

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.

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Action Items

JL – Will ask Classified Senate about awards/recognition during CPD Day and update the committee on their response; JL will come up with an informational visual for C&T requests, and send it to the committee for review.

ALL – the members are to review the gaps in training RA shared with them and be prepared to discuss at the 03/0221 meeting.

ME – needs to provide input on role in CPDC – respond to items proposed by the committee; will create the Smartsheet for Conf & Travel (C&T) requests & will attach to emailer to be sent out, as well as post it on the POD website for classified staff when it is ready to go live.

Mins by DD