Classified Professional Development Committee

Meeting Minutes – 04/20/21

Attendance:

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

Item	Purpose	Outcome
Welcome	• Review Agenda (JL & RA) • Review and approve minutes (JL, RA or ME) ○ 04/06/21	• Agenda Review: LG move to approve; DD 2nd; approved by acclamation; added Bystander training topic (LG) • Minutes: LG move to approve, COR 2nd, 1 abstention, approved by acclamation

Old Business	Updates/Follow-up:
	• CPD Day planning
	  - Budget (LG/ME)
	  - Proposal for Strands/Tracks (ME)
	  - Keynote speaker and presenter suggestions (All)
	  - Workgroup Volunteers – define role/responsibility (All)
	  - Update on Klee/Bacigulupi presentation (RA)
	• Training / Workshops
	  - Identified gaps (RA)
	  - Identify possible presenters for on-going DEISA training (All)
	• Marketing plan for workshops
		• CPD Day Planning
		  - Budget – LG indicated there is $13500 for this event; review the budget and suggested that the funds from CCCCO be used for this event and future events through the end of FY2022
		  - Strands/Tracks – ME reviewed the proposed strands/tracks for CPD Day (and to be used for future planning); additional topics were added to the list; ME to share the document with the committee so that they can add topics, provide vendor info, identify internal partners
		  - Key note and speakers (Tabled)
		  - Workgroup Volunteers (Tabled)
		  - Update on Klee/Bacigulupi presentation (Tabled; RA will invite Carol Nelson to share input/debrief on presentation)

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	- CPDC logo/branding follow-up (JL)	• Training / Workshop - Identified gaps – added to the proposed strands/tracks. - Workgroup created [LH, RF, RA (ME/LG to consult)] to identify the specific types of workshops needed and funding source, will compile communication, will create and send out survey, determine PGB eligibility; identify possible vendors/presenters; RA to send meeting notice to convene the workgroup. - DEISA presenters – RA reported out on the Equity Summit; LG will follow-up and reach out to Lance Heard. Marketing Plan – Committee logo/branding – Tabled
New Business	• PGB Proposed Activities • Bystandar Training (LG) (added)	PGB – None Bystander training (Hollaback!) – Discussion; - End a variety of harassment - Free training/donation based - Reviewed the types of training available - Tailor the training for the institution - DD, ME, LG signed up to attend; LG shared the link - https://www.ihollaback.org/harassmenttraining/; Recommendation to attend and report out on their experience from classified lens.
Future item(s) *Agenda items not completed from past meeting will be carried over to the next meeting's agenda.	• Great Staff Retreat - Update • CPDC PFM – Update • CPD Day planning - Format – virtual/in-person (post 4/26 convo w/Dr. S) • NEW Series Revamp - Workgroup update	• GSR: Barbara Carrillo reported out – facilitator meeting & future of GSR; - Postponing the off-campus retreat to Fall 2023 due to uncertainty with the Covid situation. - Host a trauma informed workshop w/Penny (as offered in 2020) - LG reported out that we have started researching anxiety and the return to campus (RTC); - There are 2 faculty members who are presenting on the topic of self-care and RTC.

		- LG will bring the research and outreach ideas to the Wellness committee. - Possibility of hosting a BBQ for past participants in spring 2022. - LG shared what the managers are doing while off-campus (guest speaker, ½ day), used as part of the retreat. - BC-virtual retreat is not an option, will use a survey post RTC on what the employees would be interested in doing post pandemic. - BC will bring the suggestion for a guest speaker (1/2 day) as an option for 2022. - BC welcomed reaching out to her for continued conversation. - RA will bring back suggestions to the facilitator meeting.
Good of the Order	Plus+ / delta▲	
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)	

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.

Follow-up / Action Items

RA - to send meeting notice to convene the workgroup on gaps in training; will invite Carol N. to report out on the Bacigulupi/Klee presentation - Trauma-Focused care, compassion, connection; will take GSR conversation suggestions to the next facilitator meeting.

LG – will take the GSR suggestions to the Wellness committee.

LG - DEISA presenters **-** LG will follow-up and reach out to Lance Heard.