Classified Professional Development Committee

Meeting Minutes – 05/03/21

Attendance:

Table 1Committee Membership

☒ 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) ○ 04/20/21	• Agenda Review: CO motion to approve, 2nd by JL; approved by acclamation • Minutes: JL motion to approve, 2nd by RA; approved by acclamation

Old Business	Updates/Follow-up:
	• CPD Day planning
	  - Proposal for Strands/Tracks (ME)
	  - Keynote speaker and presenter suggestions (All)
	  - Workgroup Volunteers – define role/responsibility (All)
	  - Format: virtual or in-person? (JL & RA)
	• Training / Workshops
	  - Identify possible presenters for DEISA (All)
	• Marketing plan for workshops
	  - CPDC logo/branding follow-up (JL)
		• CPD Day Planning
		  - **Strands/Tracks** – committee members to add ideas, suggestions.
		  - **Keynote and speakers/presenters** - Dr. S suggested speaker: Bill Allen – SGV Bus Assoc; emailed Bill Allen-no response yet; RA will send out info to the committee on proposed presentations (Linkedin Learning, Google certs, 12 Areas of Life).
		  - **Workgroup (task)/volunteers** – Taskforce would be involved in the planning; convene meeting outside of standing CPDC mtg; secure release time for taskforce; review the tracks and proposals and bring back to taskforce to execute; taskforce to receive direction from the committee; report outs to the committee; meet & greet with everyone; hold separate meetings for taskforce; suggestion for taskforce to meet on 2 & 4th

	- CPDC Website: Member Photos? (ME)	Tuesday of the month for meetings; ME to coordinate the first meet and greet meeting with the volunteers. - **Forma**t – RA & JL spoke w/Virtual format will be used; JL & RA indicated that hybrid is a possibility for those employees who do not have access to technology, want to step away from their desk to attend; need to consider logistics (lab use, smart classroom, bathrooms, AC, the needs, social distancing, select breakout sessions for in-person presentation, limit to CSEA 651 audience; for those selected to be in person have the facilitator only do an in-person presentation; DD suggested that a survey be sent out employees to determine if in-person presentations are/aren't viable; DD to draft survey for CPD Day format attendance. - Dr. S supports the idea of food truck for those who are on campus and attending CPD Day. - Suggestion from Dr. to use computer lab(s0 where staff can participate in CPD Day in the same room (follow LADH/CDC social distance guidelines). - **Theme**: (unofficial) Moving On – possible offerings on post pandemic trauma, mental wellness. - **Proposals** - submitted & to be shared with committee members (access shared w/RA, JL, ME); LG indicated there are about 14 proposals (mostly program related) some may work for CPD; committee to review the proposals and select a few, and possibly reach out to the presenter and see if they would customize for CPD audience. • Training / Workshop - DEISA – RA asked about the Equity Summit; LG will reach out to Lance Heard to get additional information and report back to CPDC.

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		• Marketing Plan - Committee logo/branding - JL shared logos. - Suggestions: have 2 logos tied together—one for the committee and one for the events; have one generic for PD learning, suggest removal of-committee, used for communication purposes; JL will update logos and bring back to committee (or email) to see the new version which capture the suggestions. - **Website** – a planned picture for the committee virtually to take place on 05/17/21 and then do a portrait when we are back on campus.
New Business	• PGB Proposed Activities (ME)	• Microsoft Word Accessibility Basics (M. Newhart) – all in favor for approving for PGB; - Advertisement – (LG) asked how to, where, on your own study; CO will put it on the portal (need an end date); ME to send her the info.
Future item(s) *Agenda items not completed from past meeting will be carried over to the next meeting's agenda.	• Great Staff Retreat • CPDC PFM – Update • NEW Series Revamp - Workgroup update(s)	
Good of the Order	Plus+ / delta▲	+ Able to complete the agenda + Finish on time + Proposed workshop for PGB reviewed & approved + Time to "kibitz"
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.

Action Items

ME – CPD Day taskforce - coordinate the first meet and greet mtg with the volunteers; ME to send CO info on MS Word Accessibility Basics learning opportunity (date, time, deep link for registration); send co-Chairs the PGB request and approval for signatures; ME to resend link for the shared CPD Day Track sheet for committee members use to provide input suggestions/ideas/details for taskforce use

DD – Survey - draft survey for CPD Day format (hybrid/in-person) attendance to determine focused accessibility for in-person format

LG – Equity Summit - reach out to Lance Heard to get additional information and report back to CPDC

JL – Logos - update and bring back to committee (or email) for final selection to be used in communications from the committee

RA – Proposal - send out info to the committee on proposed presentations—LinkedIn Learning, Google certs, 12 Areas of Life

CO – Advertising: Microsoft Word Accessibility Basics - will put it on the portal (need an end date); ME to send CO the info

ALL – review CPD Day proposals, update the (shared) CPD Day Tracks (Excel) sheet with suggestions/ideas for CPD Day