

Classified Professional Development Committee

Meeting Minutes – 05/18/21

Attendance:

Table 1 Committee Membership

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input checked="" 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 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"> • Review Agenda (JL & RA) • Review and approve minutes (JL, RA or ME) <ul style="list-style-type: none"> ○ 05/03/21 	<ul style="list-style-type: none"> • Agenda Review: Motion to approve RA; approved by acclamation • Minutes: Motion to approve by DD, 2nd by LG; all approved
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • CPD Day planning <ul style="list-style-type: none"> - Update proposal selection (RA/JL) - Keynote speaker selection (RA/JL/ME) - Taskforce – Update (ME) • Training / Workshops <ul style="list-style-type: none"> - Identify possible presenters for DEISA (All) • Marketing plan for workshops <ul style="list-style-type: none"> - CPDC logo/branding: Update (JL) 	<ul style="list-style-type: none"> • CPD Day Planning <ul style="list-style-type: none"> - Proposal selection update – selected and approved to accept the proposals. - Contact the presenters with approval; details to follow once developed. - Need to fill the gaps with additional workshops. - Afternoon sessions may be virtual; virtual presenters will need to be informed of the max number of people per virtual session. - Repeat sessions - Decide how many times to offer particular topics. - Draft the schedule to determine gaps. - Have 90 sessions mins; 15 mins “passing” period.

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		<ul style="list-style-type: none">- Morning session to be shortened to accommodate the longer breakout sessions; timing needs to be determined.- Suggestion to include a presentation about the campus/plant changes and updates on construction.- last year there were 5 options per sessions (A&B) and 2 for session 'C' (with repeated presentations); had wellness session during last session.- Keynote and selection –<ul style="list-style-type: none">- Hollaback! Bystander Training (virtual presentation) - LG update – fee \$3000 and duration; possible themes: bystander intervention in the workplace, conflict de-escalation in the workplace & 8 tools to mitigate implicit bias; DD shared her experience; more tool oriented and application; LG indicated that the organization is hiring additional presenters due to demand for webinars; will need to select a back keynote if they can't make our date.- Mental Health - Bachigalupi & Klee presentation (live or virtual?) – LG and Carol Nelson shared experience; RA suggested that this may be a good breakout session; there is a reflection portion; would be best in smaller group setting; could be a backup to Hollaback!- Focused Training (651) – RF will speak with vendor on combining his two submissions into one presentation and present for 90 minutes (6:15-7:45AM)- Taskforce – topics have been selected from the submitted proposals; meet and talk about what has been done and how they can support; DD – drafted survey for technology needs for CPD Day-need to determine if to use & when to send out; need to determine space use needs; RA to contact LJones - loan out returned laptops to staff members who need them for use on CPD Day,
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		<p style="text-align: right;">check-out tech via Smartsheet for tracking; staff will need to provide own headphones.</p> <ul style="list-style-type: none"> • Training / Workshop - TABLED <ul style="list-style-type: none"> - DEISA • Marketing Plan - TABLED <ul style="list-style-type: none"> - Committee logo/branding
New Business	<ul style="list-style-type: none"> • PGB Proposed Activities (ME/LG) 	<ul style="list-style-type: none"> • Cybersecurity Awareness - Approved • EID for Teams - Approved • Sexual Harassment Prevention (SHP) & Title IX Training - Tabled • The Green Zone - Tabled
<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"> • Great Staff Retreat • CPDC PFM – Update • NEW Series Revamp - Workgroup update(s) 	
Good of the Order	Plus+ / delta ▲	
<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) 	

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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

RF to follow up with vendor about their CPD Day presentation content.