

Classified Professional Development Committee

February 22, 2022

Agenda Minutes

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"/> Vacant (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 checked="" type="checkbox"/> Marlene Espina Coordinator, POD

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda (RA, JL) • Review and approve minutes (RA, JL) <ul style="list-style-type: none"> ○ 01/25/221 	<ul style="list-style-type: none"> • Agenda Review: motion to approve by; move JL; 2nd by LG; approved by • Minutes: motion to approve by JL; 2nd by DD; Yes -4; Abstention – 2
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • GSR Update – Barbara Carrillo report out (RA) • Vacancy, CSEA 651 (JL) • CCCCCO Funding Request Form (ME/LG/RA) • CCCCCO Budget Update (ME) • POD Update(s) (LG) • PDC Update(s) (LG/RA) • PGB Proposed Activity Review (ME/LG) • Hollaback! (LG/ME) <ul style="list-style-type: none"> • Spring workshops – Update • PD Plan Review (LG/RA) • Logo Selection Update (JL) • CPD Day - JL 	<ul style="list-style-type: none"> • GSR Update – LG met with facilitators and shared potential options for a venue. JL suggested Idyllwild. Facilitators have not met recently. • Vacancy, CSEA 651 – JL will follow-up, RA spoke with George (651 president); RA will draft up the official request to fill vacancy and share with JL before sending out to 651. • CCCCCO Funding Request Review – Amended submission (dated 12/17/21); After conversation about the request, the original request was for \$1400; therefore, the committee did not approve and hey recommend that they pursue additional funding from your respective departments. (Committee rationale – 2-night stay, local stay is up to 1-night stay (w/in 30 mi radius), actual mileage costs, meals; may need to submit an itemization of their costs.) Co-chairs will draft the email and will ask for input from LG; <ul style="list-style-type: none"> - Note: keep the 10% overage as a guideline for the costs post conference attendance for reimbursement. • CCCCCO Budget Update – Positively Reducing Conflict; at a time convenient for their unit. ME to follow up with the managers and leads about this training.

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		<ul style="list-style-type: none">• POD Update – Lg mentioned that the CCCC fund needs to be reconciled to determine the actual funding available. Send out communication of the funding amount remaining to classified & confidential. Come up with an alternative to spend down the money if no additional requests are made.• PDC Update – LG reported they are meeting next week; RA/JL reached out to the individuals recommended by PDC to review the PD Plan, and no changes were submitted. CPDC will review page by page at separate meeting. ME to send out meeting survey.• PD Plan Review – LG suggested that we conduct a line-by-line review at separate meeting. ME – to send out meeting survey.• PGB Review – moved online and will follow workflow for co-chair signatures as needed.• Hollaback! – Cindy to join the review of the slide deck – ME to send the meeting date to Cindy.• Logo Selection – selected, and JL will bring back for final review at the next committee meeting.• CPD Day – JL recommended the committee make begin consideration for theme, keynote and breakout session topics. Possible ideas,<ul style="list-style-type: none">- In-person for now; and plan for 100% online if the pandemic surges again.- Format for the keynote, warm up activity before the keynote; plan incentives to draw in people (“butts in the seats” activity - JL)- Stream keynote address- ME will send out a meeting notice to the taskforce to meet and begin the process. Include CPDC committee members.- LG may have the email for RFP for internal speakers. JL will look to see about the communication. Use Smartsheet for submission of proposals.
New Business	<ul style="list-style-type: none">• Title V (Lisa Rodriguez & Cathy Stute)	Follow-up? – The guests will be invited back to provide update on the Title V items they are working that would impact classified and confidential. ME to send out invitation to attend future meeting.

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<p>Future item(s) *Agenda items not completed from past meeting will be carried over to the next meeting's agenda.</p>	<ul style="list-style-type: none"> • Marketing strategy for workshops • Training / Workshops Calendar <ul style="list-style-type: none"> • Identify possible presenters for DEISA (All) 	<ul style="list-style-type: none"> • Marketing - Tabled • Training / Workshop – determine next steps – Tabled
<p>PARKING LOT: 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) 	
<p>Meeting Concluded</p>	<p>3:30</p>	

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.

FGITRND in banner? It gives you all transactions and encumbered funds for specific budgets (CO)

Action Items

1. CPD Day – ME to submit reservation for 17-1300 (Valerie Biller or Yvette Garcia) – **Completed 02.23.22** (contact: Yvette Garcia)
2. Vacancy, CSEA 651 –RA will draft up the official request to fill vacancy and share with JL before sending out to 651. – **Completed 02.23.22** (by RA)
3. CCCCCO Request Review – RA/JL will draft email and consult with LG before sending out response. – **Completed 02.23.22** (by RA)
4. CCCCCO Budget Update – Account needs to be reconciled – ME to work with Maria Cardenas to determine actual remaining balance and bring back to committee.

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- a. ME to follow up with the managers and leads about this training.
5. PDC Update - CPDC will review page by page at separate meeting.
 - a. ME to send out meeting survey.
6. Hollaback! - ME to send the meeting date to Cindy. – Completed 02/23/22
7. Logo Selection - JL will bring back for final review at the next committee meeting.
8. CPD Day - ME to send out invitation to taskforce and committee to begin standing planning meetings - Completed 02.23.22
 - a. JL/RA to draft email regarding RFP for CPD Day internal speakers/presenters
9. Title V - ME to send out invitation to attend future meeting.