Classified Professional Development Committee

Tuesday, January 10, 2023 (Via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Minutes

Attendance: Meeting called to order, 11:48 a.m.

☒ Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	☐ Diana Dzib (Classified Senate Rep)	☒ George Gutierrez (CSEA 651 President/ Designee)	☐ Lizette Henderson (Special Project Manager) / ☒ Lisa Rodriguez (Acting Director, POD)	☐ Vanessa Ortiz (Confidential Rep)
☒ John Lewallen (Co-Chair: Classified Senate President/Designee)	☒ Cynthia Orr (CSEA 262 FT Rep)	☐ Vacant (CSEA 262 PT Rep)	☒ Juan "Johnny" Jauregui (CSEA 651 Rep)	☒ Marlene Espina (Coordinator, POD)
Guest:				

Item	Purpose	Outcome
Welcome	• Review Agenda (RA, JL) • Review and approve minutes (RA, JL) ○ 12.13.22	Agenda Review: Approved by acclamation Minutes Review: RA suggested to table until notes can be located.
Old Business	Updates/Follow-up: • Action item updates – 12.13.22 (All) • POD Update(s) (LH/LR) • PDC Update(s) (RA/JL) • Budget- continuation (ME) - Review CareerWise & Newleaf training options & costs • Professional Development (PD) planning for 2022-23 (All) CPD Day - Taskforce Meeting (RA/JL) - Workshop Planning	**Action Items** – none reported **POD Update(s)** – LR – Funding for classified Conference & Travel (C&T) has been exhausted. There are funds available from other sources – and LR is developing an equity & leadership cohort, 100 participants, webinar, facilitated by Regina Stanback-Stroud (RFS Consulting). Participants will gain tangible leaderships skills in anti-discrimination. POD has no space available until construction ends, and the use of 6-160 will be used, when available, as a training space. LR indicated this is a great opportunity for classified, like CORA but for non-teaching employees, 4 modules-10 weeks, 20 hours, will apply for PGB credit. It will be for managers and classified only, LR suggested that CPDC can select classified staff to lead conversations addressing micro-aggressions among team members or other staff. LR indicated that this will be posted in

		classified newsletter. Title V is hosting an antisemitism panel on 01/26/23. LR was invited to return to LLR division to conduct follow up training in DiSC—a deeper dive. **PDC Update(s)** – Met in December and will meet in March. PFM is going to PAC on 01/11/23. Classified C&T funds have been spent for FY22-23. **Budget** – CareerWise – in-person session at 5:00 a.m. will need to include hotel stay in the cost/expense. Hold 1-5:00 a.m. session or possibly 7:00 p.m. on Friday(s) evening. GG will email ME a list of the shifts and start time. ME will contact the vendor to see if they are available on Friday evening. **PD Planning 2022-23** a. CPD Day Keynote speaker (ME) – Update – LR indicated that Justin Jones-Fosu is available and will be following up with POD after 01/24/23. Part of the discussion will include the topic and funding, negotiate contract, and meet timeline for board agenda. b. Budget (ME) - Confirmed Newleaf and CareerWise modalities. Newleaf will be all online and CareerWise will have 1-in-person and 2-online with a possible additional session online. ME will follow up with CareerWise to determine availability for Friday evening training. ME to run budget numbers to see how much funding increase will be needed for CareerWise costs for in-person training and will report out at the next committee meeting. c. PD Needs/Interests Survey (RA) – Survey uploaded to Teams folder for review, the past version needs to be revised. JL suggested a taskforce—3 ppl, RA suggested bringing in Research office to assist. JL willing to start the process and RA and JJ will participate as well. This group will take lead on planning and follow-up. All CPDC committee members are welcome to participate. Will bring update to February's CDPC meeting. d. CPD Day - Taskforce Meeting and Workshop Planning – Keynote was selected and contacted after the 12/13/22 committee meeting. RA will reach out to fall Flex Day workgroup (after the spring session) to discuss the call for RFP for fall. RA indicated that after the RFP results, then look at inviting other campus presenters to fill out the remainder of the workshops. JL indicated that Tania Anders is available to conduct a sustainability session during CPD Day.

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New Business	Tri-Chair Option (RA/JL/LH/JJ) PD planning for 2022-23 - Confidential (VM) - Formal approval and acceptance (ME)	**Tri-Chair Option** – Committee in agreement to create a tri-chair model and having a CSEA 651 representative fill the 3rd seat. JL was not available to provide input at last meeting and provided input before voting. A motion to change the model to a tri-chair was mad by GG, 2nd by JJ, discussion – none, vote taken, with no opposition, motion passed, new tri-chair will be JJ, effective date—01/10/23. Update PFM to reflect new tri-chair model, designated as CSEA 651 President or Designee. **PD Planning for 2022-23** - Discussion - CSEA 651 – Grounds and skill trades (JJ), Custodial (GG) – JJ provided a summary of the list he assembled and highlighted some of the specific trainings needs for these groups. The universal topics of emotional intelligence and - Confidential – Tabled until next meeting.
PARKING LOT:		
Meeting Adjournment	12:32 p.m.	

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2022-23 academic year. Meeting dates are on the 2nd & 4th Tuesday, September 2022 through June 2023, 11:00 a.m. – 12:30 p.m. July and August meeting dates are used for the CPD Day Taskforce.

Action Items: Items needing additional follow-up and person designated as the lead for presenting an update at the next scheduled meeting.

1. Notes/minutes from the 12/12/22 meeting need to be provided to ME to capture official minutes. (LH)
2. Contact CareerWise – update on modality and possible time change to either 5 a.m. (Mon-Thurs) or 8 p.m. on Fri. (ME)
3. PFM needs to be updated to reflect the change in leadership within CPDC. (ME)
4. PD Needs/Survey – JL, RA, JJ to begin reviewing the past document, invite Research to assist with the new survey.
5. CPD Day – Arrange follow up meeting with Justin Jones-Fosu, negotiate contract and discuss theme and audience—customize keynote address. Invite the Co-chairs to this meeting. (ME)
6. Training Needs – JJ review the needs of the grounds and skill trade groups. Will work with ME to provide a list of possible vendors. (JJ)
7. Training Needs – GG will provide a list of the shifts to help organize training session to include the custodial group, will send list to ME. (GG)

New agenda items for next regularly scheduled meeting

None