

Classified Professional Development Committee

Tuesday, September 27, 2022

Agenda & Minutes

Attendance: Meeting called to order at 1:37 p.m.

<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"/> Lizette Henderson (Special Project Manager) / Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Representative)
<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 PT Rep)	<input checked="" type="checkbox"/> Johnny Jauregui (CSEA 651 Rep)	<input checked="" type="checkbox"/> Marlene Espina (Coordinator, POD)

Guest: CSEA 651 Leaders (George Gutierrez, Johnny Jauregui, Tony Stanisci)

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"> ○ 09.13.22 	<ul style="list-style-type: none"> • Agenda Review: Motioned, discussed and approved by acclamation. • Minutes: motioned, discussed and approved by acclamation with one correction.
Old Business	<p>Tabled items:</p> <ul style="list-style-type: none"> • Committee Vacancies (JL/RA) • Committee meeting date and time review (All) <p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • Action item updates - (09.13.22) (All) • POD Update(s) (LH/LR) • PDC Update(s) (RA/JL) • Title V – Update (LR) • GSR – Update (ME) • Professional Development Planning-2022-23 (ME) Training/Workshops (identify topics, potential internal & external presenters, identify timeline) 	<p>Tabled Items</p> <ul style="list-style-type: none"> • Committee vacancies – discussion included CSEA 651 representative who would be filling the seat. <ul style="list-style-type: none"> - Johnny Jauregui from CSEA 651 was welcomed to the meeting and invited to introduce himself. • Meeting date and time discussion – motion, discussion and vote to move the meeting time to 11:0 a.m. to 12:30 p.m. was made and carried. No change in meeting days (2nd and 4th Tuesday of the month), and new time would be effective at the next committee meeting on 10/11/22. <p>Updates/Follow-up</p> <ul style="list-style-type: none"> • JL – CSEA 651 conversation (at BOT meeting) – resolved.

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	<ul style="list-style-type: none">• PD Needs/Interests Survey - CSEA 262, 651 & Confidential Groups (RA)	<p>POD Update – Construction set to begin and POD staff and management will be moving out as of 10/21/22. The staff will be working remotely, and managers will be on campus for the duration of the construction. Staff may be rotating into the office--logistics being determined. Construction will take approximately 6-9 months to complete.</p> <p>PDC Update – RA confirmed with PDC that quorum does not apply to vacant seats on a committee, only applies to filled seats and in an absence.</p> <ul style="list-style-type: none">- RA reported about 4CSD Conference (10/12-14) & presentation by some of the PDC members. <p>Title V – LR will join 10/25/22 meeting (20 mins allocated)</p> <p>GSR – BC will join 10/11/22 meeting (15 mins)</p> <p>Professional Development (PD) Planning (22-23)</p> <ul style="list-style-type: none">• Continued discussion and reviewed data from the last 3 years of PD offered to classified and confidential.• Reviewed the data and information regarding results from CPD Day evaluation recommendations from the past 3 yrs. Noted what aligned with the PD Plan and what can be moved forward to 22-23 PD planning.• Information was shared about the state’s Community College Committee working on revitalizing the task of hosting a PD conference for classified staff, additional information can be sought from Bill Rawlings <p>PD Needs/Interests Survey</p> <ul style="list-style-type: none">• RA to provide sample of and data for the last survey in 2019.<ul style="list-style-type: none">- RA shared the 2015 Needs Survey via email.
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		<ul style="list-style-type: none"> • Need to determine if a new survey should be sent out for 22-23 PD planning purposes.
<p>New Business</p>	<p>2022-23 Budget (ME)</p> <ul style="list-style-type: none"> • Funding Sources • Approved Vendor Allocations <p>PFM – Review and Updates (ME)</p>	<p>Funding Sources</p> <ul style="list-style-type: none"> • CCCCCO funds – Use to be determined by CPDC • POD/CPD Day funds – Need to be used as an extension of CPD Day by inviting one of the vendors to do a follow up or part 2 of their presentation. <p>BOT approved vendors for 22-23 to date - Newleaf and CareerWise</p> <p>Discussion about the budget included,</p> <ul style="list-style-type: none"> - Available monies from CCCCCO grant and CPD Day 2022 funds; Newleaf and CareerWise have been BOT approved and funds have been earmarked from the remaining funds. - Put forth was the prioritization of topics and fund usage. Need to determine how to best/maximize the funds - Should the funds be fully used this year or split the fund balance for use over the remaining 2 years of the grant? Determination (vote) at the next meeting. - Recommendation to earmark funds for CPD Day Keynote speaker ahead of expending the monies on other trainings. Recommended was to research last 5 years of keynote speakers/topics to help focus the next event theme. JL can assist with identifying names/topics/themes. - CSEA offers training on a fee/member format and is offered to CSEA members only; this will carve out some Unit A/B and confidential staff from being able to participate; CalOSHA topics being offered through CSEA. - <i>Right to Be</i>-has been invited to submit a proposal for classified/confidential PD training, and determination will

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		be made once the proposal has been vetted by POD prior to bringing to CPDC for determination. PFM – tabled
Future item(s) <i>*Agenda items not completed may be carried over to the next meeting's agenda.</i>	Committee Vacancies – PDC quorum guidelines (RA)	Confirmation that vacant seats are not counted towards quorum. Filled seats and absences are considered for quorum purposes.
PARKING LOT:	Determine Format for doing this work <ul style="list-style-type: none"> Accreditation Alignment Assignments - 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 in December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All) 	Work in progress – staffing shortage impacts the time and effort in maintaining the site up to date.
Meeting Adjournment	2:57 p.m.	

Next CPDC Meeting: New Zoom link and time change has been scheduled for the remainder of the 2022-23 academic year.

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

1. Vote on how to use existing funds; use all funds this year (year 4) or split funds for use in years 4 and 5 of the grant.
2. Compile 5-year list of keynote addresses to focus and determine the focus for CPD Day 2023. JL to assist by providing names/topics/themes
3. ME to research CSEA training offerings CSEA and bring back to committee.
4. JJ to work with CSEA 651 group to generate a list of their training needs. JJ also indicated that a list of training topics was provided to HR 3 yrs ago and doesn't know what happened with the information, and it was confirmed that the list was never shared with CPDC.

Next meeting agenda items

1. Vote on funds usage, split between remaining grant years (4 & 5) or use this year.
2. GSR update report
3. Continue conversation about PD plan