



Classified Professional Development Committee

Tuesday, September 22, 2020

11:00 am – 12:30 pm

Online Zoom Meeting

Agenda

Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President or Designee)	<input type="checkbox"/> Diana Dzib (Appointed by Classified Senate)	<input type="checkbox"/> Ruben Flores (CSEA 651 President or Designee)	<input checked="" type="checkbox"/> Lianne Greenlee (Director, POD)	<input checked="" type="checkbox"/> Lizette Henderson (Appointed by Confidential Staff)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President or Appointed by Classified Senate)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT)	<input type="checkbox"/> CSEA 262 Part-Time (Vacant)		<input type="checkbox"/> CSEA 651 (Vacant)
Guest(s): Yolanda Haro			Marlene Espina, Guest (Coordinator, POD)	

Item	Purpose	Outcome / Action Item
Welcome (John & Rosa)	<ul style="list-style-type: none"> Review Agenda Review and approve minutes (enclosed) <ul style="list-style-type: none"> June 30, 2020 	Quorum was met for meeting; Motion to approve by LG, 2 nd by JL; no discussion; all approve; Motion to approve JL & 2 nd RA; Orr abstains she was not present; all in favor;
CPD-Day 8/14/20 (John & Rosa)	<ul style="list-style-type: none"> Outcomes and survey data (Marlene) (enclosed) Follow-up items – post production video access (Marlene) ASAG input (Lianne) CPD Day 2021 (All) 	<p>RA: Executive Summary; pattern on the comments-getting into the meeting; RA had an issue with the link and had to register. A comparison between last year and this year, LG to share the data from last year. ME to write up the Exec Summary and present at next mtg. JL inquired about the attendance numbers this year and compare what worked and didn't.</p> <p>Postproduction – ME to meet with Tech Svcs to discuss the issues with the recordings from CPD Day and ascertain if recording is salvageable. Me to report out at next meeting.</p> <p>ASAG – LG provided input from this committee and their challenge with the date for CPD Day. LG explained CPD Day would not be moving to another date. LG would bring to CPDC to choose a different day. JL discussed the history of this event, was not in favor or moving the date. A mutually agreed date was arrived with the district and CPDC. RA provided background about with VP Student Services. Dr. Scroggins supports this event and supports release time for all classified on this designated day. JL suggested a joint communication be sent out to managers explaining why this date was</p>



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<p>Updates:</p>	<ul style="list-style-type: none"> • CPDC – Purpose, Mission, Function (PFM) Membership Finalize Status (Rosa) (enclosed) <ul style="list-style-type: none"> ○ Pending Official Appointment (CSEA 626 Part-Time) ○ Committee web page update (POD) ○ Archives – meeting minutes/agendas (POD) • Chancellors' Office Funding <ul style="list-style-type: none"> ○ Microsoft Visio Fundamentals (Lizette & Lianne) ○ Funding Request Process Determination • New Employee Welcome (NEW Series) (Yolanda Haro) <ul style="list-style-type: none"> ○ NEW Series Topics 	<p>PFM goes to PDC (not to PAC); need to send an updated version to PDC. Use the most current information (online) and update to reflect changes. Cynthia Orr was reappointed 2019-21 as FT rep. PT rep is vacant and needs appointment by CSEA 262.</p> <p>MS Visio - Lizette spoke with Laura Martinez regarding the funding and training dates. Training will begin with Confidential group before being spread out to other groups.</p> <p>NEW Series – YH presentation data shows that attendees start to drop off and do not complete the series. It was suggested that they change the topics of the series. The classified that completed with capstone paper get a certificate. JL suspects that there is not enough incentive, many are stretched; incentivizing is difficult because they are required to do it on their own time. LH asked about the series, and indicated that if they are mandatory and not completed then they would be fined for not completing them. If topics are mandatory then require them to do the training. RA indicated if training is mandated then it becomes a CBA negotiations issue. YH expressed that mandated federal training is required to be completed. LG provided</p>



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<p>New Items:</p>	<ul style="list-style-type: none"> • For next/meeting agenda (All) <ul style="list-style-type: none"> ○ Survey employees about their gaps in tech skills and create a program for upskilling; 	<p>Survey - Prior to conducting another survey, look at previous surveys and CPD-Day survey. Possible options, technology trainings not offered in a while. We are</p>



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	<ul style="list-style-type: none"> o Marketing campaign for offerings (Tabled) • Leadership Development Series (Marlene) – Vendor request demographic info about attendees to help prepare their presentation; Vendor requests choice of female or male presenter for subsequent offerings; need to provide dates for winter & spring term offerings; evaluation survey needs to be developed and prepared; current registration count; • POD – Webpage information update (Tabled) • Weekly POD emailer to classified (Marlene) (Tabled) • Budget Update (Lianne) (Tabled) 	<p>concerned with over whelming staff with surveys. We want to be deliberate in the surveys we have already received. If new survey is developed, it should be brief. Possible survey of managers on department needs, forecast for future planning.</p> <p>Suggestion: MS Suite Series, MS Teams, Google Doc's, other options available through IT (campus), new innovated technology.</p> <p>Leadership Development series - Demographic information may be available from HR – the need the parameters, detail of what is needed.</p> <p>Why does the vendor ask about female of male presenter? (POD)</p> <p>Look at past surveys for best days/times.</p> <p>More information needed. Look at information on hand (brief survey).</p> <ul style="list-style-type: none"> • Current count (33)
<p>Training – 2020-21 (POD)</p>	<ul style="list-style-type: none"> • Outreach for Training Needs and Planning <ul style="list-style-type: none"> o CSEA 262 o CSEA 651 o Confidential Group - Microsoft Visio Fundamentals (Lizette & Lianne); additional items? 	<p>Review previous surveys for staff needs/requests/planning.</p> <p>Visio training pending dates/times</p>
<p>Professional Growth Benefit (PGB) (POD)</p>	<ul style="list-style-type: none"> • New Requests (Tabled) • Pending/outstanding (enclosed, attachment #3) (Tabled) 	
<p>PARKING LOT:</p> <p>Accreditation Alignment Assignments - 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; additional meetings may be scheduled as needed. Every 4th Tuesday of the month. **Keep meetings as scheduled 10/27/2020.**
Additional meetings TBD as needed. Add tabled items to next agenda.