

## Classified Professional Development Committee

Meeting Minutes

10/27/20

### Attendance:

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Appointed by Classified Senate)	<input type="checkbox"/> Ruben Flores (CSEA 651 President/ 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 checked="" type="checkbox"/> CSEA Part-time (Vacant)		<input type="checkbox"/> CSEA 651 (Vacant)
Guest(s):			<input checked="" type="checkbox"/> Marlene Espina, Coordinator-POD	

Item	Purpose	Outcome
Welcome (John & Rosa)	<ul style="list-style-type: none"> <li>Review Agenda</li> <li>Review and approve minutes                             <ul style="list-style-type: none"> <li>Previous mtg date</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Unable to review minutes due to formatting. Was meeting #2 incorporated into minutes? Preference is to split into two sets of minutes or clearly identify what happened in each meeting</li> <li>JL Moved to approved, RA Second. Approved by acclamation</li> </ul>
Old Business	Updates/Follow-up: <ul style="list-style-type: none"> <li>JL/RA email to ASAG</li> <li>Executive Summary (ME)</li> <li>CPD Day Videos (ME)</li> <li>Past survey review (ME, JL)</li> <li>CPDC PFM - Pending Official Appointments (CSEA 262/PT, 651 vacancy) (Chairs)</li> </ul>	<ul style="list-style-type: none"> <li>JL/RA email to ASAG – JL Will draft and send this week</li> <li>Past Survey Review – Due to current remote work environment data may not be as relevant. Will use Executive Summary from this year as the primary focus. RA will send out last year survey info from CSEA to use as a reference for trends.</li> <li>CPDC PFM - Pending Official Appointments (CSEA 262/PT, 651 vacancy) – RA will follow-up with CSEA 262 &amp; 651 presidents re appointments</li> <li>Executive Summary (ME)</li> <li>CPD Day Videos (ME) – working with technical services to see best way to salvage videos. ME waiting to hear back regarding what is possible. Caption video only for keynote and post this presentation. CPD-day PowerPoints for the sessions / links to NISOD videos. Communicate what is available through weekly emails.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Committee Web Page Updates &amp; Archives – meeting minutes/agendas (ME)</li> <li>• Chancellor’s office funding process determination (LG)</li> </ul>	<ul style="list-style-type: none"> <li>• Committee Web Page Updates &amp; Archives – meeting minutes/agendas (ME) – CPDC function and membership needs to be updated, simplify archive update to be a list by academic year. Include meeting schedule for this year and minutes moving backward. ME will work with EB to revise.</li> <li>• Chancellor’s office funding process determination             <ul style="list-style-type: none"> <li>○ Need to define: process, communication, timeline, and budget</li> <li>○ Taskforce to put together process: Diana Dzib, Cynthia Orr, Marlene Espina will work on this and bring it back to November 2020 meeting.</li> </ul> </li> </ul>
New Business	<ul style="list-style-type: none"> <li>• Weekly POD emailer to classified (ME)</li> <li>• Budget Update (LG)</li> <li>• Great Staff Retreat Resolution (RA)</li> <li>• Meeting status update</li> </ul>	<ul style="list-style-type: none"> <li>• Weekly POD emailer – Format is working. Highlight training each week, consider what catches the eye.</li> <li>• Meeting status update – LG proposed that the committee meet semimonthly to conduct ongoing business. Meeting once/month is not conducive for planning and following through with the work of the committee. ME will send out new meeting date/time info for the semi-monthly meetings.</li> </ul>
Training 2020-21	<p>Topic selection, dates, time</p> <ul style="list-style-type: none"> <li>• Leadership Development Series – Winter, Spring</li> <li>• CSEA 262., 651 &amp; Confidential Group (ME)</li> <li>• Classified Staff Diversity/Equity/Inclusion Training – Plan (All)</li> <li>• NEW Series Revamp (Reference 9/22/20 minutes)</li> </ul>	<ul style="list-style-type: none"> <li>• Leadership Development Series – Winter (open to all with no need to apply, hold in middle of January 1/14, 1/21, 1/28 in afternoon to accommodate 651 and 262 as well. Possibly 2 -3:30 pm (possible) ME to get feedback from 651 When advertising define leadership to get more engagement. Tap into CORA completers to market this opportunity (next steps) and other POD completers.</li> </ul>
Professional Growth Benefit (PGB)	<ul style="list-style-type: none"> <li>• New Requests (ME)</li> <li>• Pending/outstanding (enclosed) (All)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>PARKING LOT:</b>	Determine Format for doing this work	<ul style="list-style-type: none"> <li>•</li> </ul>

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<p>Accreditation Alignment Assignments</p>	<ul style="list-style-type: none"><li>• 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)</li><li>• Update Accreditation Alignment on December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All)</li></ul>	
<p>Future agenda item(s)</p>	<p>*Agenda items not completed from past meeting will be carried over to the next meeting's agenda.</p>	

**Next CPDC Meeting:** Zoom dates have been scheduled for the remainder of the 2020-21 academic year; additional meetings may be scheduled as needed. Agenda items tabled will be added to the agenda of the next regularly scheduled monthly committee meeting.

10/27/20: Based on committee consensus, the committee will be meeting twice/month—2<sup>nd</sup> & 4<sup>th</sup> Tuesday of the month, 11:00AM - 12:30PM. ME will send out new static Zoom link for semimonthly meetings.