

Classified Professional Development Committee

Meeting Minutes – 03/16/21

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"/> Ruben Flores (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)	
Guest(s) Marlene Espina, Coordinator, POD				

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda (JL & RA) • Review and approve minutes (JL, RA or ME) <ul style="list-style-type: none"> ○ 03/16/21 	<ul style="list-style-type: none"> • Agenda Review: No changes, approved by acclamation • Minutes: No changes made, approved by acclamation
Old Business	Updates/Follow-up: <ul style="list-style-type: none"> • CPDC PFM (ME) • CPD Day planning (All) <ul style="list-style-type: none"> - Date of event (RA) - Workgroup/Volunteer List (ME) • Training / Workshops <ul style="list-style-type: none"> - Calendar Diversity, Equity & Inclusion training plan (All) - Identified Gaps (RA/All) • Marketing plan for workshops (All) <ul style="list-style-type: none"> - Focused outreach (CSEA 651) - CPDC logo/branding • NEW Series Revamp (ME/LG) 	<ul style="list-style-type: none"> • CPDC PFM – Reviewed and updated <ul style="list-style-type: none"> - Add and define Facilitator role to committee structure & PFM (notes captured by LG). - PFM – ME will send updated document to the committee for final input and review (work offline). - RA/JL will bring to upcoming PDC meeting. • CPD Day Planning – Communication with volunteers <ul style="list-style-type: none"> - Send out email with deadline to respond. - RA recommend including co-chairs in cc so they can follow-up. - Committee representatives will reach out to constituent group (respectively) to seek volunteers for planning and day of workgroup participants. • Training / Workshop Calendar – (DEI) – <ul style="list-style-type: none"> - Welcome/invited suggestions on what to offer.

Classified Professional Development Committee

Meeting Minutes – 03/16/21

		<ul style="list-style-type: none"> - JL- suggested series on recognizing conscious and unconscious racist thoughts bias and how to shift that perspective. - JL – suggested a book club for classified/confidential-led by this group, provide funding for book purchase, have confidential/classified lead the conversation (Cindy Orr-facilitator). • Training / Workshop – Identify gaps: <ul style="list-style-type: none"> - Roundtable discussion during CPD Day on transition to campus (fears, hopes, burnout). - De-escalation workshop (working through anger & resentment - Regina & Gary Vazquez) – DD will reach out to the presenters to ascertain their availability for presenting at CPD Day. • Marketing Plan – Focused outreach (CSEA 651) & committee logo/branding <ul style="list-style-type: none"> - JL has a draft (from 4 years ago) and will send out to the committee for review prior to the next committee meeting. • NEW Series (identify workgroup) – Workgroup formed and will include JL, RA, YH, ME. ME will coordinate first workgroup meeting.
<p>New Business</p>	<ul style="list-style-type: none"> • PGB Proposed Activities <ul style="list-style-type: none"> - Review / Consideration 	<ul style="list-style-type: none"> • Power of Our Data – Reviewed by committee offline and motion to approve by CO; 2nd by RA; RA will sign document and return to POD; ME to send out the E-PDF for signature by RA & JL.
<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"> • Great Staff Retreat 	

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Good of the Order	Plus+ / delta ▲	+got through agenda ▲ need to stay within allotted meeting time.
PARKING LOT: Accreditation Alignment Assignments	Determine Format for doing this work <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)	

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.

Action Items

1. DD will reach out to the presenters to ascertain their availability for presenting at CPD Day.
2. New Series Workgroup - ME will coordinate first workgroup meeting.
3. PGB Activities - ME to send out the E-PDF for signature by RA & JL.

(7 min for quorum)