

Classified Professional Development Committee

Meeting Minutes – September 7, 2021

Attendance:

1 Committee Members

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

Guest

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"> ○ 07/06/21 	<ul style="list-style-type: none"> • Agenda Review: motion to approve by JL; 2nd by RA; approved by acclamation. • Minutes: motion to approve with updates by JL; 2nd by RA; approved by acclamation.
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • CPD Day 2021 • GSR (added by RA/BC) 	<ul style="list-style-type: none"> • CPD Day – follow-up meeting with Taskforce to debrief about the event took place; it was reported that all went well and that many people turned out; the pre-conference was great and well attended, it was very popular. • GSR – Facilitators met to discuss having a winter retreat, smaller in scale, discussed possible workshops and offer those easily pivoted to online (if necessary) will be a 2-day retreat; possible dates identified in late January, and early February; goal is to have employees hired in the past 1.5 years to join and get connected to college; host a larger retreat in 2022 fall; will work with POD to set dates, provide updates to CPDC, may have a guest speaker for winter.

Classified Professional Development Committee

Meeting Minutes – September 7, 2021

<p>New Business</p>	<ul style="list-style-type: none"> • PGB Proposed Activities (ME/LG) • NEW Day Update (YH) • CCCCCO Funds (RA/LG) <ul style="list-style-type: none"> - Advertising fund availability - Form Use & Review - Smartsheet – Proposal Submission - Identified training needs (pre-earmark funds) - Review proposal submission by Facilities-Grounds • PDC Update(s) (RA/LG) <ul style="list-style-type: none"> - AY 2020-21 Summary of Goals - PFM – Due September to PDC 	<ul style="list-style-type: none"> • PDC Update – • NEW Day Update - Reviewed the NEW Day agenda items for the day; the new day will include some of the series items that were presented in the past; 2-1/2 day format will be used; will be on-campus; F-12/10 & M-12/13; asked for feedback from the committee where an employee would go to get acquainted or needed info; transportation will be provided; stadium tour will need to have a vehicle to transport folks; Koi pond will be under construction and not available; the stadium would be good tour, demonstration of the jumbo-tron; duration of stadium tour to be determined (suggested 45 45 mins); library, bookstore, art gallery, wellness center; invite the unions (x2) and classified senate leaders to present at lunch on the 2nd day; in November send the leaders an email asking for printed materials to handout on the date of the presentation; use of History PPT (John & Rondell) created (JL will update); consider contacting Tech Services for video of the campus in the event NEW Day is moved to online; need to develop outcomes for the day and the tour. • CCCCCO Funds – training video is not feasible since there is no one to do the work; use weekly emailer with attractive image to promote request for proposals; link to Smartsheet to be included in the weekly emailer; possible use of portal announcement or send to announce all listserv; possible use of 11x14 posters in key area (as backup); stay digital & advertise in the Classified webpage; earmark funds for focused training funding requests, prioritize certifications & licensures; on a first-come, first served basis for individual request; earmark funds for Newleaf, Hollaback! Need to spend every dollar this year; have specialized needs; Certification needs take priority; need to be aware of the nuances that crossover into contractual requirements; • Committee Meetings
<p>Future item(s) *Agenda items not completed from past meeting will be carried</p>	<ul style="list-style-type: none"> • CCCCCO Funding (ME) – Facilities-Grounds Request Review • Website Update (RA) 	<ul style="list-style-type: none"> • Website – Accessibility and Updates; add NEW Employee resource button on Classified website

Classified Professional Development Committee

Meeting Minutes – September 7, 2021

<p>over to the next meeting's agenda.</p>	<ul style="list-style-type: none"> • Great Staff Retreat (RA/BC) • Marketing strategy for workshops <ul style="list-style-type: none"> - CPDC logo/branding: Update (JL) • Training / Workshops <ul style="list-style-type: none"> • Identify possible presenters for DEISA (All) 	<ul style="list-style-type: none"> • Training / Workshop – determine next steps <ul style="list-style-type: none"> - DEISA
<p>PARKING LOT: Accreditation Alignment Assignments</p>	<p>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) 	

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. PGB request & vote (ME/LG)
2. Update the Smartsheet verbiage (ME)
3. Provide format update about the CPDC website (ME)
 - a. Upload the meeting calendar