

## Classified Professional Development Committee

Tuesday, January 24, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda

**Attendance:** Meeting called to order, **No Quorum available – Discussion notes**

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / <input type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input checked="" type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President/Designee)	<input type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Vacant (CSEA 262 PT Rep)	<input checked="" type="checkbox"/> Juan "Johnny" Jauregui (CSEA 651 Rep)	<input checked="" type="checkbox"/> Marlene Espina (Coordinator, POD)

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>• Review Agenda (RA, JL)</li> <li>• Review and approve minutes (RA, JL)               <ul style="list-style-type: none"> <li>○ 01.10.23</li> </ul> </li> </ul>	Agenda Review: Tabled Minutes Review: Tabled
Old Business	Updates/Follow-up: <ul style="list-style-type: none"> <li>• Action item updates – 01.10.23 (All)</li> <li>• POD Update(s) (LH/LR)</li> <li>• PDC Update(s) (RA/JL)</li> <li>• Budget- continuation (ME)               <ul style="list-style-type: none"> <li>- Review CareerWise &amp; Newleaf training options &amp; costs</li> </ul> </li> <li>• PD Plan Approval (ME)</li> </ul> CPD Day <ul style="list-style-type: none"> <li>- Taskforce Meeting (RA/JL)</li> <li>- Workshop Planning</li> </ul>	<b>Action Items</b> – Tabled  <b>POD Update(s)</b> – Has been provided use of 6-160 conference room and can be used for in-person training. POD is working on gathering information for medium-large meeting dates to reserve. Working on offering more in-person training sessions.  Tri-chairs will submit request for Immediate Needs Request to LH and LH will move forward through process. (RA)  Meetings to be scheduled to work on RNA & PIE process (due in May to HR), include tri-chairs (RA, JL, JJ) & LH (ME to schedule meetings)  <b>PDC Update(s)</b> – No meeting until March

## Classified Professional Development Committee

Tuesday, January 24, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda

		<p><b>Budget (ME)</b> – CareerWise – ME indicated that a new proposal is being submitted by the vendor and will provide the budget related update via email (and at next meeting) on the additional cost to add a 4<sup>th</sup> training session and the cost for in-person training for CSEA 651 group.</p> <p><b>PD Plan Approval (ME)</b> – LR sent request for final approval so it can be moved forward to PDC. Research into the minutes needs to take to determine if there was formal and final approval. CSEA 262 will review and formalize the approval during their retreat.</p> <p><b>CPD Day Taskforce</b> – Met on 01/24/23 and determined who was going to take lead on the tasks to prepare with the day. Mapped out the invitation to internal presenters. Keynote speaker update provided, and meeting is set for 02/07/23 with potential speaker. LH indicated that during last year’s request for payment on the day of the event was difficult, and all requests for payments should be done a timely manner.</p>
New Business	PD planning for 2022-23 <ul style="list-style-type: none"> <li>- CSEA 651 (JJ)</li> <li>- Confidential (VM)</li> </ul>	<p><b>PD Planning for 2022-23</b> - Discussion</p> <ul style="list-style-type: none"> <li>- CSEA 651 – Update (JJ/GG) – Standing meeting has been scheduled for LH &amp; LR to work with JJ &amp; GG to flesh out their PD needs. Next meeting scheduled for 01/27/23, 10:00-10:30 a.m.</li> <li>- Confidential (VM) – Tabled</li> </ul>
Future item(s) <i>*Agenda items not completed may be carried over to the next meeting’s agenda.</i>		
<b>PARKING LOT:</b>		
Meeting Adjournment		

**Next CPDC Meeting:** Zoom dates have been scheduled for the remainder of the 2022-23 academic year. Meeting dates are on the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday, September 2022 through June 2023, 11:00 a.m. – 12:30 p.m. July and August meeting dates are used for the CPD Day Taskforce.

## Classified Professional Development Committee

Tuesday, January 24, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda

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

1. Tri-chairs will submit request for Immediate Needs Request to LH and LH will move forward through process. (RA)
2. Meetings to be scheduled to work on RNA & PIE process; include tri-chairs (RA, JL, JJ) & LH (ME)
3. ME to provide budget update via email (and next meeting) on the additional cost to add virtual training session.
4. CSEA 262 will review and formalize the approval during their retreat. Due at next CPDC meeting (02/14/23) (RA)
5. CSEA 651 will bring to E-board and review to formally accept the PD Plan. Due at next CPDC meeting (02/14/23) (JJ)

### ***New agenda items for next regularly scheduled meeting***

CPD Day – timely submission for board approvals and payment requests. (LH)

DRAFT