

**Classified Professional Development Committee**

Tuesday, March 28, 2013 (via Zoom)

11:00 a.m. – 12:30 p.m.

**Meeting Agenda & Minutes**

**Attendance:** Meeting called to order, 11:10 a.m.

<input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input checked="" type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input type="checkbox"/> Lizette Henderson (Special Project Manager) / <input type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input type="checkbox"/> John Lewallen (Co-Chair: Classified Senate President/Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" type="checkbox"/> Juan "Johnny" Jauregui (Co-Chair, 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>03.14.23</li> </ul> </li> </ul>	<p><b>Agenda Review:</b> Motion to approve the agenda – approved by acclamation.</p> <p><b>Minutes Review:</b> Motion to approve the minutes from 03.14.23; motion by GG, 2<sup>nd</sup> by DD, approved by acclamation.</p>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> <li>Action item updates – (All)</li> <li>POD Update(s) (LH/LR)</li> <li>PDC Update(s) (RA/JL)</li> <li>Budget</li> </ul> <p>CPD Day</p> <ul style="list-style-type: none"> <li>Keynote Speaker Update (RA/JL/JJ)</li> <li>Taskforce Meeting (RA/JL/JJ)</li> </ul>	<p><b>Action Items</b> – No update on CPD Day RFP.</p> <ul style="list-style-type: none"> <li>VM not present to provide update on confidential group items.</li> <li>JJ – Received info from potential vendors for training and associated costs. JJ will follow-up &amp; share info with ME to bring to the next CPDC meeting.</li> </ul> <p><b>POD Update(s)</b> – None  <b>PDC Update(s)</b> – None  <b>Budget</b> – C&amp;T funding</p>

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	<ul style="list-style-type: none"><li>- Budget (ME)</li><li>- Workshop Planning (RA/JL/JJ)</li></ul>	<ul style="list-style-type: none"><li>- RA indicated that the additional request for conference funding is not being sought by CSEA 262.</li><li>- Increase for the next FY is needed, POD can submit the request based on the requests and denials for the FY22-23.</li><li>- JJ indicated that CSEA 651 is pursuing additional funding and will work with LH to submit the request for \$1500 for webinar attendance</li><li>- ME to send committee updated CCCCO budget spreadsheet</li><li>- ME to reach out to POD admin support to check on the status of CareerWise board item and to provide data for budget conversation to continue.</li></ul> <p><b>CPD Day</b></p> <ul style="list-style-type: none"><li>- Keynote outline is needed and will be provided after the BOT approval and contracts signed.</li><li>- The outline will be used to work on creating a breakout session.</li><li>- Lunch sponsorship - The request has not been possible due to schedules and RA will send Dr. Scroggins an email for the request. ME to provide CPD Day 2023 budget info to help with the request.</li></ul>
New Business	PD planning for 2023-24 <ul style="list-style-type: none"><li>- CSEA 651 (JJ)</li><li>- Confidential (VM)</li></ul>	<p><b>PD Planning for FY23-24</b></p> <ul style="list-style-type: none"><li>- Budget info of available funds for FY23-24 is needed to determine what can be used for PD.</li><li>- Topics for PD can be sought from CPD Day 2022 Executive Summary or conduct a new survey? What topics to offer?</li></ul> <p>Identified topics from CPD Day 2022 survey:</p> <ul style="list-style-type: none"><li>▪ Emerging Technology</li><li>▪ Health and Wellness (ongoing through Wellness Center)</li><li>▪ Communication (offered in 22-23)</li><li>▪ Leadership (offered in 22-23)</li><li>▪ Cultural competency (offered in 22-23)</li><li>▪ Equity &amp; Inclusion (offered in 22-23)</li></ul>

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		<ul style="list-style-type: none"> <li>▪ Customer Service               <ul style="list-style-type: none"> <li>- Options for funding - Increase in CPD Day funds.</li> <li>- Establish ongoing/standing PD funding program for classified staff.</li> </ul> </li> <li>POD funds               <ul style="list-style-type: none"> <li>- RA inquired how much is being allocated to classified PD (from Title V, SEAP, POD)?</li> <li>- RA requested a report on the funding allocation from the different POD/HR funds being used for classified PD. ME to request report from POD. Need this info to help establish ongoing funding for PD in FY23-24.</li> </ul> </li> </ul>
<b>PARKING LOT:</b>		
Meeting Adjournment	11:47 a.m.	

**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.

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

03/28/23

- Action item updates - JJ will share CSEA 651 vendor info with ME to bring to the next CPDC meeting.
- ME to send out to the committee spreadsheet with updates for the FY 22-23 CCCO fund use.
- ME to reach out to POD admin support to check on the status of CareerWise board item and to provide budget info and sessions/topics offered in FY 22-23.
- RA – CPD Day lunch sponsorship request to president’s office has not been possible due to schedules and RA will send Dr. Scroggins an email for the request to sponsor lunch.
  - o ME to provide CPD Day 2023 budget info to help with the request.
- ME to request budget report/info from POD on the how much is being allocated to classified PD from POD managed funds (Title V, SEAP, POD).
  - ME to request report on the PD events for FY 21-22, 22-23 and the associated total expenditures, sessions offered, vendors, topics, budget sources.

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03/14/23 – Carryover

- RA will touch base with Tania Anders, report out at the next CPDC meeting.
- VM to bring back to Confidential group to identify specific training related to the group. Will schedule a meeting with the confidential group.
- JJ will update the matrix to indicate the specialized training needed for this group and identify C&T funding.

***New agenda items for next regularly scheduled meeting.*** None

### Notes:

**03.14.23**

#### **PD Planning for 2022-23**

- CSEA 651
  - JJ will identify the training required other than those that are being provided by the college.
  - o GG: indicated there is a need for,
    - Interviewing skills and promotional preparation
    - Conflict in the Workplace
    - Ethic Blindness in the Workplace
- Confidential
  - o The following is a list of interest gathered by the confidential representatives:
    - 1. Effective business communication and listening\*
    - 2. Proofreading\*
    - 3. Effective business writing\*
    - 4. Conflict management\*
    - 5. Calendaring/email/Word/Teams/Zoom hacks and/or tips
    - 6. Kwik Recall Series <https://kwikbrain.com/kwik-recall-special1659563035997>
    - 7. Leadership Trainings
    - 8. Diversity Equity and Inclusion in Higher Education
    - 9. Wellness Workshops

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- 10. Computer Skills – Excel course

\*Barbara Gingsberg from Atkinson, Andelson, Loya, Ruud & Romo (AALRR), provides a training related to items 1-4.

Topics currently/previously presented through POD

DRAFT