

Classified Professional Development Committee

Tuesday, October 11, 2022

Agenda & Minutes

Attendance: Meeting called to order at 11:10 a.m.

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

Guest: GSR Facilitator

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"> ○ 09.27.22 	<ul style="list-style-type: none"> • Agenda Review: motion by JL, 2nd DD; approved by acclamation • Minutes: motion by JL, 2nd by CO, approved by acclamation with 1 grammatical correction
Old Business	<p><u>Tabled items:</u></p> <ul style="list-style-type: none"> • Purpose, Function & Membership (PFM) (ME) <p><u>Updates/Follow-up:</u></p> <ul style="list-style-type: none"> • GSR – Update (Facilitator) • Action item updates - 09.27.22 (All) • POD Update(s) (LH/LR) • PDC Update(s) (RA/JL) • Budget- continuation (ME) • Professional Development Planning-2022-23 continuation Training/Workshops (identify topics, potential internal & external presenters, identify timeline) (ME) 	<p><u>Tabled Items</u></p> <p>PFM – Updated to reflect changes in membership and added the DEISA component to the Purpose statement. PFM is due in November.</p> <ul style="list-style-type: none"> - JJ will provide a name for the 2nd CSEA 651 vacant seat. - CSEA 262 vacant seat (part time) - TBD <p><u>Updates/Follow-up</u></p> <p>Great Staff Retreat (GSR) - Updates provided by BC.</p> <ul style="list-style-type: none"> - Invite BC back for post retreat debrief.

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- PD Needs/Interests Survey - CSEA 262, 651 & Confidential Groups (RA)

Action Items

1. Vote on how to use existing funds; use all funds this year (year 4) or split funds for use in years 4 and 5 of the grant.
 - A motion and vote conducted on splitting the funds between the remaining years (4 & 5) was voted and carried.
2. Compile a 5-year list of keynote addresses to focus on and determine the focus for CPD Day 2023. JL to assist by providing names/topics/themes.
 - Provided and reviewed, information is available on Teams for committee members to review and bring back suggestions on follow-up for keynote speakers.
3. ME to research CSEA training offerings and bring back to the committee.
 - ME updated that the CSEA offerings are directly related to contract(s) and would carve out the confidential and non-CSEA members of this training.
4. JJ to work with CSEA 651 group to generate a list of their training needs; JJ also indicated that a list of training topics was provided to HR 3 yrs ago and doesn't know what happened with the information, and it was confirmed that the list was never shared with CPDC.
 - JJ reported that there has not been a chance to collaborate with the other trades to determine their PD needs and will follow-up.
 - LH & JJ to work offline to compile the list provided to HR three years ago.

POD Update - LH provided update on the status of POD's renovation, move out date and remote work for classified.

PDC Update - Reviewed PDC's PFM with proposal for tri-chair (seat for classified), committee voted in favor and is working on what that will look like. PFM due in November.

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		<p>Professional Development Planning</p> <ol style="list-style-type: none"> 2. Budget - Vote on funds usage, split between remaining grant years (4 & 5) or use this year? <ul style="list-style-type: none"> - Motion to split the remaining funds between years 4 & 5 was made and voted, motioned carried to split the funds 50/50 between years 4 & 5. 3. PD Needs/Interests Survey - RA shared the draft of 2018. <ul style="list-style-type: none"> - RA will follow up with a newer version.
<p>New Business</p>	<p>Funding Request Submission Review (All) PGB – Process Overview (All) Accreditation – ISER Input (RA/LG)</p>	<p>Funding Request (Smartsheet) - The submission was reviewed and motion to vote on status—accept or reject the funding request. A motion to reject the request was made and voted, motion carried to reject the request because it does not meet the criteria for funding.</p> <p>PGB – review & vote (Smartsheet) - Tabled</p> <ol style="list-style-type: none"> 1. Advocacy Skills Workshop 2. Disability, Communication, and Language 3. Race, History, and Disability Training <p>Accreditation - Tabled</p>
<p>Future item(s) *Agenda items not completed may be carried over to the next meeting’s agenda.</p>		
<p>PARKING LOT:</p>	<p>Determine Format for doing this work</p> <ul style="list-style-type: none"> • Accreditation Alignment Assignments - 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 in December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All) 	<p>Work in progress – staffing shortage impacts the time and effort in maintaining the site up to date.</p>

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Meeting Adjournment	12:43 p.m.	

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2022-23 academic year.

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

1. Keynote speakers CPD Day - All committee members to review the information regarding potential Keynote speakers in the Teams documents, Speakers and Vendors by Topics, Keynote Speakers 2018=22
2. Budget – ME to update the spreadsheet to reflect today’s meeting’s notes.
3. PD Plan - JJ & LH to work offline with identifying training needs for CSEA 651 trades
4. PFM – ME will update and submit information to President’s office for Cabinet review.
5. ME to invite GSR to provide a debrief post retreat.
6. ME to send meeting date to CPD Day Taskforce to meet and discuss keynote speaker options from documents in Teams.

Next meeting agenda items

1. PGB – Process Overview
2. Accreditation – ISER Input
3. Budget - continuation