

**Classified Professional Development Committee**

Tuesday, October 25, 2022

11:00 a.m. – 12:30 p.m.

**Agenda & Minutes**

**Attendance:** Meeting called to order at 11:07 a.m.

<input checked="" 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 checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential 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 PT Rep)	<input type="checkbox"/> Johnny Jauregui (CSEA 651 Rep)	<input checked="" type="checkbox"/> Marlene Espina (Coordinator, POD)

Guest: Lisa Rodriguez

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>10.11.22</li> </ul> </li> </ul>	<p>Agenda Review: Agenda amended to prioritize two items. Motion to approve by JL; 2<sup>nd</sup> by CO; approved by acclamation.</p> <p>Minutes: motion to approve by JL; 2<sup>nd</sup> by CO; approved by acclamation.</p>
Old Business	<p><u>Tabled items</u></p> <p>PGB Process Overview</p> <p>Accreditation – ISER Input (RA/LG)</p> <p><u>Updates/Follow-up:</u></p> <ul style="list-style-type: none"> <li>Title V (LR-)</li> <li>Action item updates – 10.11.27 (All)</li> <li>POD Update(s) (LH/LR)</li> <li>PDC Update(s) (RA/JL)</li> <li>Budget- continuation (ME)</li> </ul>	<p><u>Tabled Items</u></p> <p>PGB Process – Tabled until next meeting.</p> <p>Accreditation – ISER – Lianne Greenlee joined the meeting to provide information about the ISER and CPDC’s work, evidence, and updates to section pertaining to CPDC. LG requested information to be provided for evidence be sent to her. Follow up with items requested needs to take place before Nov 10, 2022. LG will provide send an email with the information requested.</p> <p><u>Updates/Follow-up</u></p> <ol style="list-style-type: none"> <li>Title V – rescheduled to 11/08/22 at 11:15 a.m.</li> </ol>

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	<ul style="list-style-type: none"><li>• Professional Development planning for 2022-23 - continuation - Training/Workshops (identify topics, potential internal &amp; external presenters, identify timeline) (All)</li><li>• PD Needs/Interests Survey - CSEA 262, 651 &amp; Confidential Groups (RA)</li></ul>	<ol style="list-style-type: none"><li>2. Action Items<ol style="list-style-type: none"><li>a. Keynote speaker search (JL) - Selection of theme to guide selection for keynote speaker may be needed to find a speaker. Additional speaker suggestions are needed to bring forward to CPD Day 2023 Taskforce. ME sent out meeting invite to members from last year and new members solicited via the evaluation from 2022. A mutual availability date for the meeting will be scheduled once most invitees have responded to the meeting poll.</li><li>b. CSEA 651 Rep (JJ) – vacancy, JJ Provided an update via email, George Gutierrez (President, CSEA 651) would be added to the committee.</li><li>c. PFM (ME) – Reviewed and finalized. No need to submit to President’s Advisory Council for review as confirmed by the President’s office. Ready for upload to committee webpage.</li><li>d. GSR invite (ME) – to be scheduled for date post GSR retreat.</li><li>e. CPD Day Taskforce meeting (ME) – Pending. Once majority of invitees have selected mutual date a meeting will be scheduled.</li><li>f. Budget (ME) - Reviewed and will bring back fees (to be used from CCCCCO budget) related to seminars selected by the committee for classified training (from Newleaf and CareerWise).</li><li>g. CSEA 651 (LH &amp; JJ) – ME will ask JJ for information shared with LH to be analyzed and bring back recommendations to the committee for review.</li><li>h. Select workshops for Newleaf &amp; CareerWise (ME) – selected. ME will contact vendors to select dates and confirm fees to be funded by CCCCCO budget.</li></ol></li><li>3. POD Update – Tabled</li><li>4. PDC Update - Tabled</li><li>5. PD planning<ol style="list-style-type: none"><li>a. CPD Day Keynote speaker – to remain on agenda until completed selection, deadline for completion is November for December BOT agenda.</li></ol></li><li>6. PD Needs/Interests Survey - Tabled</li></ol>
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New Business		
Future item(s) *Agenda items not completed may be carried over to the next meeting's agenda.		
<b>PARKING LOT:</b>	<p>Determine Format for doing this work</p> <ul style="list-style-type: none"> <li>• 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)</li> </ul>	Work in progress – staffing shortage impacts the time and effort in maintaining the site up to date.
Meeting Adjournment	12:33 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. (LH) LG requested information to be provided for evidence be sent to her. Follow up with items requested needs to take place before Nov 10, 2022.
2. (All) CPD Day 2023 - Additional speaker suggestions and vetting are needed to bring forward to CPD Day 2023 Taskforce.
3. (ME) PFM upload to CPDC webpage.
4. (ME) GSR – Invite for update.
5. (ME) CPD Taskforce meeting to be scheduled.
6. (ME) Budget – Compile fees associated with selected seminars.
7. (ME) CSEA 651 – Request info from JJ and bring back to committee.
8. (ME) Book dates for training by Newleaf & CareerWise, confirm fees and report back to committee.

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Next meeting agenda items – No items identified during the meeting.