

Classified Professional Development Committee

June 14, 2022

Agenda & Minutes

Attendance:

| | | | | |
|---|---|---|---|---|
| <input checked="" type="checkbox"/> Rosa Asencio (Co-Chair: CSEA 262 President/Designee) | <input checked="" 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 type="checkbox"/> x Vanessa Ortiz (Confidential Representative) |
| <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"/> Vacant (CSEA 651 Rep) | <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"> 05.24.22 | <ul style="list-style-type: none"> Agenda Review: motion to approve by JL; 2nd by DD; approved by (acclamation, or w/changes); approved by acclamation. Minutes: motion to approve by JL; 2nd by DD; approved by (acclamation, or acclamation with corrections). |
| Old Business | <p>Updates/Follow-up:</p> <ul style="list-style-type: none"> Action item updates - (05.24.22) (All) POD Update(s) (LH/LR) PDC Update(s) (RA)/JL <p>CPD Day 2022 Taskforce (RA) Meeting quorum alternatives</p> | <ul style="list-style-type: none"> Action item updates <ul style="list-style-type: none"> Committee vacancies – RA/JL - No commitment yet to join CPDC; Pete Tayag from CSEA 651 will look for someone to appoint. CSEA 262 part-time and there was no action taken at this time. CPD Day Updates – RA – review of the proposed agenda; possible options for morning activity; change the networking break to standard break; possible options discussed for closing of day. CO spoke about assigning randomized groups for the morning activity and having a recap of the day session for the closing session. Agenda (JL) - mid-morning activity – working with CO to flesh out the type of activity, and how to have/keep classified engagement. More info to come as this activity is developing. POD Update – Subgroup & work with AVPHR to talk about how POD can support DEI PD due to LinkedIn going away; vetting vendors on DEI; survey classified on |

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| | | <p>DEI needs; working group across constituency groups; new coordinator with DEI efforts across campus that intersect with campus wide initiatives. LR will provide a report on support and efforts in PD. Is working on the panel for 4CSD Claremont Conference for CA College for PD Council. 10/12 & 14/22. Construction on hold for POD space.</p> <ul style="list-style-type: none"> • PDC Update – No updates; postponed the PD plan; JL & RA provided feedback and the recommendations would be added to the draft; won't meet until the fall; not meeting during the summer; use of Smartsheet to work on goals. Reviewed the PFM and provided information on goals achieved. • Quorum alternatives - Input from committee members – options include voting via email, may work for some items; voting through Smartsheet, online voting/polling, have a standard of missing x-meetings and possible replacement of the seat. Online voting as an alternative but the main source of quorum, but not the only vehicle. Have a certain number of missed meetings and have them replaced if missed more than the agree-to missed meetings; have a stop gap. Will there be a return to in-person meetings? Need to explore the options available for technology to be able to have a hybrid format for committee meetings. May be able to use the conference room in marketing. |
| New Business | Summer committee meetings | Scale back to once/month. ME to send meeting invitation for July 26 and August 30 (same time) to the committee members. Resume twice monthly meetings in September. |
| <p>Future item(s) *Agenda items not completed may be carried over to the next meeting's agenda.</p> | <ul style="list-style-type: none"> • Identify possible presenters for DEISA (All) • Training / Workshops (2022-23; identify topics and potential internal & external presenters) | |
| PARKING LOT: | <p>Determine Format for doing this work</p> <ul style="list-style-type: none"> • Marketing/Promotion - Marketing strategy for workshops • 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 | |

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| | Alignment in December 2018, January 2019, March 2019, April 2019, May 2019, June 2019, and July 2019, September (10) 2019 Minutes (All) | |
| Meeting Adjournment | | |

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.

DRAFT