

## Classified Professional Development Committee

Tuesday, May 9, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda & Minutes

**Attendance:** Meeting called to order, [11:07]

<input checked="" type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input checked="" type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / <input checked="" type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate President/Designee)	<input type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input type="checkbox"/> Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	<input checked="" type="checkbox"/> Aaron Mezzano (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>○ 04/25/23</li> </ul> </li> </ul>	<p><b>Agenda Review:</b> Quorum not met – Not approved. Moved to next meeting.</p> <p><b>Minutes Review:</b> Quorum not met – not approved. Move to next meeting.</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> </ul> <p>CPD Day</p> <ul style="list-style-type: none"> <li>- Taskforce Update (RA/JL/JJ)</li> </ul>	<p><b>Action Items</b></p> <p><b>POD Update(s)</b></p> <ul style="list-style-type: none"> <li>- C&amp;T Unconscious Bias (Franklin Covey) (LR – 10 Mins – Non-voting informal presentation)</li> <li>- Proposition for Funding Classified Professional Development and Travel. Lisa is looking into reallocating more to classified employees due to</li> </ul>

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- **Swag Updates** (JL) – Updated proposal w/logos
- **Vendors (AM/ALL)**
  - Identify outside vendor(s) for CPD Day this session (Newleaf, CareerWise)
- **RFP** has gone out
- **Speaker (CO) – Outline for post keynote info?**
- **Planetarium Update (AM) – Available shows (old and new)**
- Budget (AM)

Will be sending info for NL/CW over email to vote for Smartsheet:

- Preconference Workshops
- Newleaf or CareerWise facilitators
- Planetarium exhibit list of shows and spreadsheet.
- Will return on 5/23 to discuss and place final vote to get to board.

increase in costs of travel and conference expenses. Over 8 years, classified has required more than the allotment for those employees; COLA has also increased. Justified an increase of 8,000. **PDC** Can vote to increase 42k to 50k. George: does this include all 651 and 262 employees? Can 651 and 262 separate their funding pools? Lisa: That is a PDC question and look into the requests and decide to split the funding. Rosa: does not recommend splitting the two because it includes both groups AND confidential employees. Believes a FCFS approach is more equitable approach based on the total amounts. George: inquiring because 651 is not seeing the same support as 262. Rosa: complimented Lisa on the classified worksheet.

- Lisa: we can use other resources if they are used to address equity gaps towards other professional development activities for classified and 651. Pending the carryover estimate, we can increase the prior allotment for on campus professional dev. 262 and 651 can submit their top three types of requests and Lisa can see if they can be addressed within the means of their respective funding resources.

- Franklin Covey on June 28 – They can arrive at 8:00 am but not earlier.

- EID – No updates

**PDC Update(s)** – Mentioned above in Lisa’s notes

### Budget

- CCCCCO Budget update (AM) – Tabled

### CPD Day

- Taskforce updates: - Tabled for CPD Taskforce (not at quorum)

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		<ul style="list-style-type: none"> <li>- Budget – – Tabled</li> <li>- CPD Day 2022 Summary of Attendance/Participation &amp; topics identified for further training. (informational) – Tabled</li> </ul>
New Business	PD planning for 2023-24 <ul style="list-style-type: none"> <li>- Confidential (VO)</li> <li>- CSEA 262 (RA)</li> <li>- CSEA 651 (JJ)</li> </ul>	<b>PD Planning for FY23-24</b> -
<b>PARKING LOT:</b>		-
Meeting Adjournment		Called by John L. at [11:41 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.

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

- ***Identify preconference activity***
- ***Lock in a vote for NewLeaf/CareerWise facilitator at CPD Day 2023.***
- ***Identify planetarium show***
- ***Review budget with group***
- ***Identify older minutes approved (4/25 and 5/9)***

**Notes:**

CPD Day 2022 Summary of Attendance/Participation & Evaluation Results (see file in meeting folder-Teams)

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Training Resources – for your research and information

- Newleaf Training & Development – List of training subjects ([website](#))
- CareerWise – Request catalog of topics (attached)
- Aurora Training Advantage ([website](#)) – this provider has a fee-based membership to access all their online training topics/modules. This maybe something to explore as CPDC looks to maximizing the remaining CCCC funds.