

Classified Professional Development Committee

Tuesday, Sept 26, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order, [11:05 a.m.]

<input checked="" type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input checked="" 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 (Tri-Chair: Classified Senate Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input checked="" type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" 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"> • Review Agenda (RA/JL) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ June 7, 2023 	<p>Agenda Review: Sept 26, 2023</p> <p>Minutes Review: June 7, 2023</p>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> - Action item updates – (All) <ul style="list-style-type: none"> ○ Review of CPDC Membership ○ CSEA PT Rep? - POD Update(s) (LH/LR) - PDC Update(s) (RA/JL) <p>CPD Day</p> <ul style="list-style-type: none"> - CPD Day Survey Overall Survey Review, start of Executive Summary 	<p>Action Items</p> <ul style="list-style-type: none"> - Agenda and Minutes: Approved minutes of unscheduled CPDC Meeting on June 6, 2023, by acclimation. - Review of CPDC Membership: Dalia’s move from PT to FT means we are short on a PT representative; we can have her on the CPDC membership until January 2024. CSEA will work on finding a PT rep for CPDC. Aaron will contact Yvette Garcia for an updated list of names for representatives to CPDC. <p>POD Update(s) – (LR/HR)</p> <ul style="list-style-type: none"> - CPD Day Evaluation review: Rosa noted that despite the rescheduling of rooms, the taskforce and POD did a wonderful job in executing the day’s activities and

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- Budget (AM) – review current budget

Budget Update (AM): Review remaining funds for CPD Day

- Regular Funds
- CCCCCO Funds

events. Reviewed responses and feedback for the survey. LH commented we can try to add in more repeatable events for those interested in more than one workshop in a single time slot. Dalia commented that it may be difficult to accommodate all feedback into the next CPD Day; the closing session ran rather long. Both Cindi and Rosa commented the raffle portion of the closing session extended the time, Cindi further commented that many had to leave before the end of the raffle and that we should only raffle for those in attendance during the closing ceremony/opening ceremony.

- Overall data will be used to create the executive summary, currently in the works. Main takeaways are: Feddersen Hall was good but many thought it was too cramped; the task force and committee should consider finding a balance between employee wellness and applicable skills for classified roles in the next CPD Day; the most preferred subjects for next year are wellness and emerging technology; and that for the most part, the day was a great success, despite the hurdles of rescheduling the workshops.
- Preconference data: Aaron pulled up pre-conference evaluations to share with Rosa and the committee, show that out of 27 evaluations, all were rated Good or Very Good in all categories. All are available to view in teams, Rosa and Johnny will be sent an additional link to review due to technical issues.
- Remodel on POD loft (LH): near end of POD remodel. Moving into new space on 10/4 – POD will be unavailable that day, setting up 10/5 and 10/6. Anything that is needed from POD, please let us know the week before avoid delays. Are currently accepting scheduling requests for our new facilities. New trainings start 10/10. We can consider using the POD loft for training soon. The open house is coming at the end of October for the new POD area. New amenities, areas, labs, to see and use. Can start taking reservations starting Oct. 10.
- C&T – no updates.
- EID – no updates.

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		<p>PDC Update(s) – No updates</p> <p>Budget Update(s)</p> <ul style="list-style-type: none"> - Regular Budget remaining for July 2023 – June 2024: \$990.94 - Chancellor’s Funds remaining for July 2023 – June 2024: \$16,041.39 Total Remaining for 23-24: \$17,032.33 - Remaining Chancellor’s Funds in reserve for 2024-2025: \$16,000 <p>Rosa asked that we investigate the \$20.72 and \$4.00 benefits charges in Chancellor’s funds for the 22-23 fiscal year. Will have updates at a later CPDC meeting.</p>
New Business	<p>PD planning for 2023-24</p> <ul style="list-style-type: none"> - Confidential (VM) - CSEA 262 (RA) - CSEA 651 (JJ) 	<p>PD Planning for FY23-24</p> <ul style="list-style-type: none"> - Tabled
PARKING LOT:		
Meeting Adjournment		Called by at [12:10 p.m.]

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2023-2024 academic year. Meeting dates are on the 2nd & 4th Tuesday, September 2022 through June 2024, 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: none as of the end of this meeting. Need to discuss future training opportunities for classified in 23-24 FY and CPD Day in future sessions.

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Notes:

Based on the voting on the CPD Day Evaluation, the two highest subjects request for 23-24 are:

- 1. Health and Wellness,*
- 2. Emerging Technology*

Training Resources – to consider for 2024-2025:

- Newleaf Training & Development – List of training subjects ([website](#))
- CareerWise
- Work Meaningful
- New Horizon's Learning Group
- Workforce Computer Training
- Right to Be (DEISA+ Trainings)
- 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 CCCCCO funds.