

## Classified Professional Development Committee

Tuesday, April 25, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda & Minutes

**Attendance:** Meeting called to order, [11:20 am]

<input checked="" type="checkbox"/> Rosa Asencio (Co-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 (Co-Chair: Classified Senate President/Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input type="checkbox"/> Juan "Johnny" Jauregui (Co-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>○ 04/11/23</li> </ul> </li> <li>• Introduction of Aaron Mezzano</li> </ul>	<p><b>Agenda Review:</b> Motion to approve the agenda acclamation</p> <p><b>Minutes Review:</b> Motion to approve the minutes from 4/11/23 by George Gutierrez, 2<sup>nd</sup> by Cynthia Orr discussion</p>
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> <li>• Action item updates (04/11/23) – (All)</li> <li>• POD Update(s) (LH/LR)</li> <li>• PDC Update(s) (RA/JL)</li> <li>• Budget</li> </ul> <p>CPD Day</p>	<ul style="list-style-type: none"> <li>- <b>Updates on Title V data (LR):</b></li> <li>- Clarification on funds. Rosa clarified request on what specifics have been spent, what is available, and what is available in our grant for this/next FY. Lisa mentioned there is anywhere from 5-10k remaining. Grant funding will be available for the next academic year.</li> <li>- LR clarified the 10k for managers in the total put aside by PDC, not all managers qualify.</li> </ul>

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	<ul style="list-style-type: none"><li>- Taskforce Update (RA/JL/JJ)</li><li>- Budget (ME)</li></ul>	<ul style="list-style-type: none"><li>- How do we continue training when Chancellor’s funds will be exhausted? Several grants may be able to be tapped into but have requirements for use. LR shared Title V and COVID Block Grant, and GP as an example to these come about.</li><li>- Franklin Covey is in process of coming to Mt. Sac in the summer for up to 50 participants, will be going to May board for 15k for <i>classified only</i>.</li><li>- Emotional Intelligence and Diversity is being planned for classified by LR but will only incur materials/hospitality costs.</li><li>- Committee members review ideas for classified learning opportunities.</li><li>- LR and George Gutierrez (GG) – if we can get numbers on what both 651 and 262 want to see we can get more targeted trainings for employees.</li><li>- Aaron may assist with creating surveys and capturing the needs of both 651 and 262 employees.</li></ul> <p><b>POD Update(s) (LH)</b></p> <ul style="list-style-type: none"><li>- May be moving into new space in June 2023 (expected).</li></ul> <p><b>PDC Update(s)</b></p> <ul style="list-style-type: none"><li>- RA – New resource allocation to get additional travel/conference funds for classified staff. Referred to Lisa and Lizette working through PIE process, Lizette clarified we can work with tri-chairs to schedule a meeting and work on the PIE submission via pod (Due 5/15).</li></ul> <p><b>Budget</b></p> <ul style="list-style-type: none"><li>- LR reviewing budget from chancellor’s office</li><li>- We will have more definitive info the upcoming meeting.</li></ul>
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		<ul style="list-style-type: none"><li>- RA – we would like to replicate that funding from Chancellor’s office (109k over 5 years), LH will clarify with LR on funding through <i>other</i> funding sources.</li><li>- LH – PIE meeting can clarify a honed amount of the request.</li></ul> <p><b>CPD Day</b></p> <ul style="list-style-type: none"><li>- Taskforce update - Scroggins will be able to cover some additional CPD Day expenditures (hospitality: breakfast, lunch).</li><li>- Speaker has gone to board and been approved.</li><li>- CPD Day Budget – will have more info on next meeting.</li><li>- CO – still awaiting the Keynote speaker’s outline for the post-keynote information.</li><li>- LH – we will work with on facilitating with the keynote. FLEX committee has their workshop dates available, we would like to send ours close to theirs – proposals requests sent out timely would assist in facilitating our process a bit better. POD will be moving back in June/July, so extra time would be valuable. Our proposal request is aimed to be presented to CPD taskforce next week.</li><li>- RA mentioned that FLEX focus is going to be on F2F teaching, so it may not be as advantageous to send them close together. We should consider sending out our own.</li><li>- We can look forward to meeting and distributing as early as next week, Aaron and Elda will make sure it is ready to be distributed.</li><li>- CPD Day 2022 Summary of Attendance/Participation &amp; topics identified for further training. (informational)</li></ul>
New Business	PD planning for 2023-24 <ul style="list-style-type: none"><li>- Confidential (VO)</li><li>- CSEA 262 (RA)</li></ul>	<p><b>PD Planning for FY23-24</b></p> <ul style="list-style-type: none"><li>- Title V update on funds used for sponsoring training for 22-23 &amp; 23-24 (LR) – More info above</li></ul>

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	- CSEA 651 (JJ)	- Determine core joint topic priorities among constituency groups for new fiscal year training. RA – Vanessa had a list from confidential, the list was very broad, non-targeted to only confidential. She would return to group and hone down specific professional development activities to bring to CPDC.
<b>PARKING LOT:</b>		<ul style="list-style-type: none"> <li>- LR will bring more info and specific data on Classified Prof Learning activities</li> <li>- Tri-chairs will work with POD to get PIE activities reviewed.</li> <li>- Email will go out middle of next week for call for proposals after task force.</li> <li>- After next meeting and we have our top 3 training topics, we can discuss how that would look and cost when we meet again.</li> <li>- Aaron should be introduced to taskforce as Marlene’s replacement.</li> </ul>
Meeting Adjournment		12:20 pm by RA.

**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:**

**Notes:**

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

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 CCCCCO funds.