



Classified Professional Development Committee

Tuesday, September 9, 2014

11:00 am – 1:00 pm

Bldg. 40, Room 129

Minutes

Attendance:

x	Brenda Dial	x	Stacey Gutierrez	x	John Lewallen	x	Robert Montoya	x	Carol Nelson	x	Tannia Robles
x	Julie Hasslock								Minutes:	x	Maria Cardenas

Item	Purpose	Outcome
Welcome <input type="checkbox"/> All	<ul style="list-style-type: none"> Review Agenda Review and approve minutes from August 12, 2014 meeting 	<ul style="list-style-type: none"> Minutes from August 12, 2014 were approved.
NEW <input type="checkbox"/> Stacey Gutierrez	<ul style="list-style-type: none"> Discuss the status of the New Employee Welcome 	<ul style="list-style-type: none"> We have 32 confirmed new employees for the New Employee Welcome scheduled for September 26, 2014.
CPDC Membership, Purpose & Function <input type="checkbox"/> All	<ul style="list-style-type: none"> Review and discuss CPDC membership, purpose, and function. 	<ul style="list-style-type: none"> Carol Nelson shared with the committee there is no longer a need to submit CPDC memberships, purpose and function per PAC.
Future Trainings <input type="checkbox"/> All	<ul style="list-style-type: none"> Emergency Preparedness Week Discuss current challenges with professional development opportunities, identify solutions Identify additional professional development opportunities for 2014-2015 school year (i.e. themed months, events, re-scheduled FLEX day) 	<ul style="list-style-type: none"> Workshops for Emergency Preparedness Week – received concerns about release time. Stacey will be meeting with VP of Human Resources and CSEA 262 FLEX will continue in spring (Feb 20) – Technology bootcamp discussed as a possible theme. Discussed moving fall FLEX to Dec (15-19), topic: meditation, relaxation and wellness.
Communication <input type="checkbox"/> All	<ul style="list-style-type: none"> Identify communication plan/strategy for disseminating information and promoting professional development opportunities (i.e. web, flyers, newsletters, social media etc.) When? How often? 	<ul style="list-style-type: none"> CPDC mentioned the possibility of creating a POD monthly newsletter in the future as part of a plan for disseminating information and promoting professional development. It was also suggested to send out regular email notifications about our upcoming workshops with links to provide additional information. Discussions on refocusing marketing efforts. Emails are too long – lose focus. Recommended hosting information on POD webpage.



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Convocation <input type="checkbox"/> All	<ul style="list-style-type: none"> • Discuss/gather feedback on the day 	<ul style="list-style-type: none"> • CPDC suggested FLEX day should be held a week before convocation day/first day of school.
Announcements <input type="checkbox"/> All	<ul style="list-style-type: none"> • Discuss any important dates/Information, deadlines • Flex day announcement for classified 	<ul style="list-style-type: none"> • Standards Gap Analysis deadline is coming up at the end of October. Stacey requested from CPDC to take a look at this and provide any feedback. • The committee agreed to hold Flex day for classified in the spring and winter. • CPDC will start meeting last Tuesday of the month, beginning September 30, 2014 to be in sync with PDC – allowing option to submit proposals or requests to PDC within a week.

Next Meeting: September 30, 2014, 11:00 am – 1:00 pm, Bldg. 40-129
Future Agenda Items: TBD