



Classified Professional Development Committee

Tuesday, October 28, 2014

11:00 pm – 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 prior meeting 	<ul style="list-style-type: none"> Minutes from September 30, 2014 were approved.
Website, Marketing & Branding <input type="checkbox"/> Stacey Gutierrez & John Lewallen	<ul style="list-style-type: none"> Update CPDC on current marketing and branding initiatives (i.e. email template, newsletter, logo etc.) 	<ul style="list-style-type: none"> Stacey shared with the group POD's updated website. Suggestions were made to add a tab for "All" employees as a general heading, this will include classified, faculty, etc. Another suggestion was made to add some images/pictures to engage people to look at our website. John has been working on branding ideas for POD and will send them to the group via email for review.
Conference & Travel <input type="checkbox"/> Stacey Gutierrez	<ul style="list-style-type: none"> Provide update on Conference & Travel budget and process. 	<ul style="list-style-type: none"> Stacey mentioned C & T forms have been updated and are available through our website. PDC will review conference and travel requests. The Fiscal Services request/claim form is also available through POD's website.
Future Trainings <input type="checkbox"/> All	<ul style="list-style-type: none"> December-narrow down training ideas February 20 (FLEX Day) - discuss potential collaboration with FPDC and RFP requests. Review prior data and identify potential trainings. 	<ul style="list-style-type: none"> The Wellness Committee will be offering their workshops in December. CPDC will work on offering the following workshops in December. Dealing with holiday stress, Yoga, CPR, Mental Health, and Effective Communication. CalPERS has been requested to be brought back. CSEA has also mentioned offering retirement workshops for CSEA members. Discussion about using Request for Proposal (RFP) from faculty FLEX and/or designing POD RFP to use throughout the year. We need to identify experts at Mt. SAC that are willing to train.



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<p>Gap Analysis</p> <p><input type="checkbox"/> Stacey Gutierrez</p>	<ul style="list-style-type: none"> • Discuss current draft of Accreditation Gap Analysis 	<ul style="list-style-type: none"> • Stacey is working on the first round, will send out to the group for review.
<p>Needs Assessment</p> <p><input type="checkbox"/> All</p>	<ul style="list-style-type: none"> • Develop outcomes and questions for needs assessment. 	<ul style="list-style-type: none"> • Survey's will be created and disseminated according to job categorization: i.e. classified (262, 651), management, faculty, etc. • Discussion: Why are we doing this? What is available? Why employees do not attend? • What are the culture stigmas? <ul style="list-style-type: none"> ▪ Shaming ▪ don't feel worthy or allowed to attend ▪ don't see connection between workshop/training & job (especially if related to personal growth and wellness) ▪ blue collar jobs are held/treated to a different standard than compared to white collar job • Why do we want to conduct a professional development needs assessment? <ul style="list-style-type: none"> ▪ What professional development opportunities are currently available to classified and confidentials? ▪ Response: lack of release time, low attendance, no incentives, managers don't see the value ▪ Communication – How to ask for release time. Do we follow collective bargaining or not?
<p>Announcements</p> <p><input type="checkbox"/> All</p>	<ul style="list-style-type: none"> • Discuss any important dates/Information, deadlines • Halloween and costume contest is on October 31, 2014 	<ul style="list-style-type: none"> • Stacey reminded the group to submit any photos for the Halloween contest this Friday to POD.

Next Meeting: November 25, 2014, 11:00 am – 1:00 pm, Bldg. 40-129

Future Agenda Items: Classified Needs Assessment