



# Classified Professional Development Committee

Tuesday, January 31, 2017

11:00 am – 12:30 pm

Bldg.6, Room 144

## Minutes

### Attendance:

<input type="checkbox"/> Rosa Asencio	<input type="checkbox"/> John Casper	<input checked="" type="checkbox"/> Cesar Castañeda	<input checked="" type="checkbox"/> Lianne Greenlee	<input checked="" type="checkbox"/> John Lewallen	<input checked="" type="checkbox"/> Carol Nelson
<input type="checkbox"/> Justin Ott	<input checked="" type="checkbox"/> Bill Rawlings	<input type="checkbox"/> CSEA 262 PT (Vacant)			
Guest(s): <input checked="" type="checkbox"/> Ruben Flores (replacing Justin Ott)				<input checked="" type="checkbox"/> Brenda Dial (Minutes)	

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>Review Agenda</li> <li>Review and approve minutes</li> </ul>	<ul style="list-style-type: none"> <li>October 2016 minutes approved</li> <li>November 2016 minutes approved</li> </ul>
CPDC	<ul style="list-style-type: none"> <li>Co-Chair Vote</li> </ul>	<ul style="list-style-type: none"> <li>Rosa Asencio withdrew from CPDC co-chair position nominees, CPDC and PDC</li> <li>CSEA will find a replacement for Rosa Asencio and also look to fill the CSEA 262 PT seat vacancy</li> <li>Ruben Flores officially replacing Justin Ott as a member of CPDC</li> <li>Bill Rawlings to stay on board filling in for the CSEA President seat until July 2017</li> <li>Bill Rawlings voted in as CPDC Co-Chair unanimously thru July 2017; Cesar Castañeda to shadow Co-Chair seat/duties</li> </ul>
POD	<ul style="list-style-type: none"> <li>News and Updates</li> <li>C&amp;T Budget</li> <li>C&amp;T Forms</li> <li>Website</li> <li>VOICE Table at Classified Senate's Valentine's Affair</li> </ul>	<ul style="list-style-type: none"> <li>News and Updates               <ul style="list-style-type: none"> <li>VOICES officially transitioned under POD                   <ul style="list-style-type: none"> <li>Committee working on finalizing Purpose &amp; Function; will present to PDC at next meeting, February 2, 2017 for review                       <ul style="list-style-type: none"> <li>VOICES under PDC                           <ul style="list-style-type: none"> <li>Why valuable to align themselves with PDC?</li> <li>What is the connection?</li> <li>How do they procure funding without PDC being involved?</li> <li>How do we strengthen VOICES and get them the "visibility" they need?</li> <li>Should PDC add them to the agenda regularly as a report out and not necessarily as a direct report to the Council?                               <ul style="list-style-type: none"> <li>CPDC recommended that VOICES meet</li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>



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		<p style="text-align: right;">with Dr. Scroggins to figure out if they should remain a stand alone Committee or transition under PDC as a direct report</p> <ul style="list-style-type: none"> <li>• C&amp;T Budget             <ul style="list-style-type: none"> <li>◦ Lianne Greenlee handed out report</li> </ul> </li> <li>• C&amp;T Forms             <ul style="list-style-type: none"> <li>◦ Newly updated forms will go live with new website launch</li> </ul> </li> <li>• Website             <ul style="list-style-type: none"> <li>◦ Updated POD Website will go live Thursday, February 2, 2017</li> <li>◦ Committee was showed new site</li> <li>◦ Classified Page feedback solicited                 <ul style="list-style-type: none"> <li>▪ Link to upcoming workshops (calendar)</li> <li>▪ Training Tracks</li> <li>▪ Link to online learning</li> </ul> </li> </ul> </li> <li>• VOICES Table at Classified Senate Valentine's Affair             <ul style="list-style-type: none"> <li>◦ VOCIES will be doing Valentine's Grams at event</li> </ul> </li> </ul> <p><b>Homework: All</b></p> <ul style="list-style-type: none"> <li>• <b>Review POD Classified Employee website page</b></li> <li>• <b>Send any training resources for Classified Employees to POD</b></li> </ul>
Great Staff Retreat	<ul style="list-style-type: none"> <li>• Proposed Timeline for 2017 Event</li> </ul>	<ul style="list-style-type: none"> <li>• UCLA Conference Center             <ul style="list-style-type: none"> <li>◦ No April dates available</li> <li>◦ May dates available: 10- 12 OR 17-19</li> </ul> </li> <li>• Carol Nelson does not see a need for a task force this year; Facilitator group can handle with report out to CPDC</li> <li>• Lianne Greenlee asked if Great Staff would be a good fit for the Leadership Academy             <ul style="list-style-type: none"> <li>◦ Current model will run its course in 5-6 years. then model will evolve and original will alternate years</li> <li>◦ Repeaters do not have priority</li> <li>◦ May not fit into a particular model</li> <li>◦ Possibility of becoming Great Staff I, Great Staff II</li> </ul> </li> <li>• CPDC can support Great Staff by coordinating/offering follow-up trainings             <ul style="list-style-type: none"> <li>◦ Follow-ups can have growth benefit credit depending on when offered</li> </ul> </li> </ul>



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		<ul style="list-style-type: none"> <li>○ Looking at cross-over topics that Managers also need; can possibly train side by side, depending on subject matter</li> </ul> <p><b>Homework: Carol Nelson, Bill Rawlings</b></p> <ul style="list-style-type: none"> <li>• <b>Finalize Great Staff Dates</b></li> </ul> <p><b>Homework: Lianne Greenlee</b></p> <ul style="list-style-type: none"> <li>• <b>At next CPDC Meeting, share results of MPDC discussion regarding follow up training from retreat for crossover opportunities</b></li> </ul>
New Employee Welcome	<ul style="list-style-type: none"> <li>• Review Brainstorm Notes</li> <li>• Set Dates</li> <li>• Handbook Review</li> </ul>	<ul style="list-style-type: none"> <li>• Brainstorm Notes handed out, reviewed</li> <li>• Dates selected:               <ul style="list-style-type: none"> <li>○ NEW -- Fridays, 9:00 am-4:00 pm</li> <li>○ Follow-Ups -- Tuesdays or Thursdays, 12:00-1:00 pm                   <ul style="list-style-type: none"> <li>▪ NEW: Thursday, April 27, 2017</li> <li>▪ Follow-Up: Tuesday, May 2, 2017                       <ul style="list-style-type: none"> <li>• First offering will be determined after Great Staff dates finalized</li> </ul> </li> </ul> </li> </ul> </li> </ul> <p><b>Homework: All</b></p> <ul style="list-style-type: none"> <li>• <b>Review Handbook (email to all members) and bring back marked up copy</b></li> </ul>
Future Survey	<ul style="list-style-type: none"> <li>• Plan/Discuss</li> </ul>	<ul style="list-style-type: none"> <li>• Tabled*</li> </ul>
2016-17 Meeting Dates	<ul style="list-style-type: none"> <li>• Discuss modifying meeting frequency</li> </ul>	<ul style="list-style-type: none"> <li>• Twice Monthly moving forward</li> </ul> <p><b>Homework: Co-Chairs (John Lewallen, Bill Rawlings)</b></p> <ul style="list-style-type: none"> <li>• <b>Determine new dates and propose them to Committee Members</b></li> </ul>
Open Forum	<ul style="list-style-type: none"> <li>• Any additional information to add or discuss</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

**Next Meeting:** February 14, 2017 (6-144)



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### **Minutes**

#### ***Future Agenda Items:***

- \* **Future Survey**