

## Classified Professional Development Committee

Tuesday, March 19, 2024 (via Zoom)

11:00 – 12:30 p.m.

### Meeting Agenda & Minutes

**Attendance:** Meeting called to order at [11:05 ]

<input type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" 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 type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate Designee)	<input type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	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"> <li>• <b>Review Agenda and questions (RA/JL)</b></li> <li>• <b>Review and approve minutes (RA/JL)</b> <ul style="list-style-type: none"> <li>○ <b>February 27, 2024</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agenda Review, Questions –</b></li> <li>• <b>Minutes Review:</b> <ul style="list-style-type: none"> <li>▪ <b>Approved by Acclamation</b></li> </ul> </li> </ul>
Old Business	<b>Updates/Follow-up:</b> <ul style="list-style-type: none"> <li>• <b>POD Update(s) (LH/AM)</b> <ul style="list-style-type: none"> <li>○ PGB Voting (if any)</li> </ul> </li> <li>• <b>PDC Update(s) (RA) –</b></li> </ul>	<b>Action Items</b> <ul style="list-style-type: none"> <li>• <b>POD Update(s) –</b> <ul style="list-style-type: none"> <li>○ PGB Voting Updates – No updates but expect several within the upcoming week.</li> </ul> </li> </ul> <p><b>PDC Update(s) – no updates, PDC will not meet until March.</b></p>

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	<ul style="list-style-type: none"> <li>• <b>Budget (AM)</b> – No changes to the budget since the prior meeting.             <ul style="list-style-type: none"> <li>○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCCO Funds Unchanged</li> </ul> </li> </ul>	<p><b>Budget Update(s): No Change since the prior meeting.</b></p> <ul style="list-style-type: none"> <li>○ <u>Regular Budget</u> remaining for 23-24: <b>\$990.94</b></li> <li>○ <u>Total Chancellor’s Funds</u> remaining: <b>\$22,041.39</b> <ul style="list-style-type: none"> <li>▪ Preparing to spend \$10k on Katherine Jefferies, reflected on total above.</li> </ul> </li> </ul>
New Business	<p><b>PD Planning for 2023-24</b></p> <ul style="list-style-type: none"> <li>• <b>Morning Session for 651 (Preconference) –</b> <ul style="list-style-type: none"> <li>○ <b>CareerWise: (\$3k, 2 hrs.)</b> Strengths-Based Management and Leadership</li> <li>○ <b>Newleaf: \$2.5k estimated, 2 hrs.</b> <ul style="list-style-type: none"> <li>▪ (last year’s workshop was Team Excellence)</li> <li>▪ <a href="#">Personal and Interpersonal Effectiveness</a></li> <li>▪ <a href="#">Positively Reducing Conflict</a></li> </ul> </li> <li>○ Newleaf (Price/length TBD, but longer and more \$)             <ul style="list-style-type: none"> <li>▪ <a href="#">Leading others</a></li> </ul> </li> </ul> </li> <li>• <b>SWAG Ideas and Spending Budget</b></li> </ul>	<p><b>PD Planning for 2023-2024</b></p> <ul style="list-style-type: none"> <li>• <b>Morning Session for 651 (Preconference):</b> <ul style="list-style-type: none"> <li>○ 651 has identified <u>Positively Reducing Conflict</u> as their selected preconference activity with Newleaf, costing \$1,995 before any additional travel expenses.</li> <li>○ Topic leans well into the keynote session and breakout activity with Katherine Jefferies, 651 will encourage and support their employees to attend both the preconference and keynote session.</li> <li>○ <b>Vanessa Ortiz motioned to approve the purchase of Newleaf’s Positively Reducing Conflict for the CPD Day 2024 Preconference, seconded by Johnny Jauregui. Motion passed.</b></li> <li>○ <b>CPDC will pay for the pre-conference using the Chancellor’s Funds.</b></li> </ul> </li> <li>• <b>SWAG Ideas and Spending Remaining Budget</b> <ul style="list-style-type: none"> <li>○ No updates until trichairs meet with Dr. Garcia and we have an updated swag quote.</li> </ul> </li> </ul>



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	<p><b>Additional Updates:</b></p> <ul style="list-style-type: none"> <li>• De-Escalation Training</li> <li>• Confidential (VO)</li> <li>• CSEA 262 (RA)</li> <li>• CSEA 651 (JJ)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Additional Updates:</b> <ul style="list-style-type: none"> <li>○ <b>De-Escalation Training:</b> POD is brining Dr. Nicolas Meliz from LA County School Threat Assessment Response Team (START) to campus for a 3-hour training on March 28, 2024. Please let other classified know of this training as it was highly requested. Release time is available. We may re-offer this again in April. All employees are highly encouraged Lizette.</li> <li>○ Confidential: no updates.</li> <li>○ CSEA 262: no updates.</li> <li>○ CSEA 651: no updates.</li> </ul> </li> </ul>
<p><b>PARKING LOT:</b></p>	<p>During Spring 2024: plan out 24-25 PD opportunities. GSR-CPDC Subgroup Include workshops on horticulture and gardening in CPD Day 2024 offerings.</p>	
<p>Meeting Adjournment</p>		<p>Called by at [11:54 ]</p>

**Next CPDC Meeting:** Zoom dates have been scheduled for the remainder of the 2023-2024 academic year. Meeting dates are on the 2<sup>nd</sup> & 4<sup>th</sup> 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 a person designated as the lead for presenting an update at the next scheduled meeting.

**New agenda items for the next regularly scheduled meeting:**

**Notes:**

**Based on the voting on the CPD Day 2023 Evaluation, the three highest subjects requested for 23-24 are**

- 1. Health and Wellness**
- 2. Emerging Technology**
- 3. Leadership Development**

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Training Resources – Vendors who have worked with Mt. SAC in the past. We may use this list to consider PD for 23-24, links included:

- [Newleaf Training & Development](#) (leadership, team building, project management, and others)
- [CareerWise](#) (consulting, well-being at work, productivity)
- [Work Meaningful](#) (inclusive and workplace mindset, mental wellbeing)
- [New Horizon's Learning Group](#) (productivity applications, project management, leadership)
- [Workforce Computer Training](#) (MS Office and productivity applications)
- [Right to Be](#) (DEISA+, bystander intervention, conflict management)
- [Franklin Covey](#) (leadership, communication, diversity, self-management, workplace trust)
- [Center for Organizational Responsibility and Advancement/CORA](#) (equity, institutional effectiveness)
  - POD is currently working on licenses for the course **Supporting Men of Color** specifically for classified and confidential employees.
- [Aurora Training Advantage](#)
  - Aurora Training Advantage has a fee-based membership to access all their online training topics/modules. This may be something to explore as CPDC looks to maximize the remaining CCCCCO funds.
- Any additional vendors may be added to this list here or emailed to our POD staff.

For reference, the focus points of the PD Plan are:

1. Instructional Excellence and Innovation
2. Technology for Educators
3. Government, Planning, and Leadership
4. Employee Engagement
5. Employee Socialization and Orientation
6. Institutional Training
7. Supporting Student Achievement
8. Diversity and Cultural Competence
9. Student Equity