

Classified Professional Development Committee

Tuesday, April 7, 2024 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:03 a.m.]

<input type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input 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 type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input checked="" type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" type="checkbox"/> Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	<input type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda and questions (RA/JL) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ February 27, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions – none. • Minutes Review: <ul style="list-style-type: none"> ▪ Approved by acclamation
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • POD Update(s) (LH/AM) <ul style="list-style-type: none"> ○ PGB Voting (if any) • PDC Update(s) (RA) – 	<p>Action Items</p> <ul style="list-style-type: none"> • POD Update(s) – <ul style="list-style-type: none"> ○ PGB Voting Updates – Several have been submitted for review. Please vote when you have a moment. ○ Link will be re-sent to committee members for completion. <p>PDC Update(s) – No updates.</p>

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	<ul style="list-style-type: none">• Budget (AM) – No changes to the budget since the prior meeting.<ul style="list-style-type: none">○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCCO Funds Unchanged	<p>Budget Update(s): No Change since the prior meeting.</p> <ul style="list-style-type: none">○ <u>Regular Budget</u> remaining for 23-24: <u>\$294.36</u><ul style="list-style-type: none">▪ Ani has submitted the PO for the first half of the SWAG order at the cost of \$686.37. This is reflected in the total above.▪ Lisa Rodriguez (POD) has recommended a book titled "<u>I Respectfully Disagree: How to Have Difficult Conversations in a Divided World</u>" for the CPD Day Taskforce or CPDC if we would like to use the remaining funds. Total for 13 books is \$284.20. Will leave \$10 remaining. Would leave no remaining room to use 2023-2024 funds to purchase additional beverages for CPD Day 2024.<ul style="list-style-type: none">• The committee politely declined and would like to use the remainder of the funds to purchase beverages for CPD Day 2024.○ <u>Total Chancellor's Funds</u> remaining: <u>\$19,983.41</u><ul style="list-style-type: none">▪ Preparing to spend \$10k on Katherine Jefferies, reflected in total above.▪ Preparing to spend \$2,057.98 on Newleaf for Preconference, reflected in total above.▪ Both sent to April board for approval.
New Business	New Employee Welcome Review (AM)	New Employee Welcome Review <ul style="list-style-type: none">• Attendance – 14 and 12 attendees on each day.

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PD Planning for 2023-2024

PD Opportunities for Classified

CPD Day 2024

- **SWAG Ideas and Spending Budget**

- **Current and Recent Through POD/IT (LH/AM)**
 - Current and Recent Offerings: DHH workshops, Forms, Teams

- **Agenda Review** – No major changes, but added in new changes and playlist features to POD Connect, Excel/Word Trainings, and new Culturally game.
- **New Focused Tour** – In-depth tours at important areas for both employees and students, with general tour while en route. Very well received.
- **Changes:** Will give DEISA Activity on Day to more time in next event.

PD Planning for 2023-2024

PD Opportunities for Classified

- **Recent Offerings:** Intro to Adobe, Intro to Adobe Sign, Intro to Qualtrics, Survival Signs
- **Upcoming Events:** Intro to Outlook, Outlook II, Intro to MS OneDrive, Intro to MS Access (Lisa Didonato)
- **Possible Workshops:** Qualtrics II, Adobe Acrobat II
- **Summer/On the Horizon:** SmartSheet Summer Workshops, On-Campus Employment for Student Empowerment (inquiry phase)

CPD Day 2024

- **SWAG Ideas and Spending Remaining Budget**
 - Ani has submitted the PO for the CPD Day Swag Bag and we will submit the remaining PO for the tumblers when the new FY opens up with regular CPD Day 2024-2025 funds.
 - Artwork was completed and will be sent to vendor.

- **Current and Recent Offerings through POD:**
 - Current, Upcoming, and Recent Offerings: (DHH, Adobe, Qualtrics): no additional updates since prior meeting.

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	<ul style="list-style-type: none">• Health and Wellness Workshops (LH/AM) • Updates on Keynote – • Room Updates for CPD Day 2024 • CPD Day Lunch - Additional Updates:<ul style="list-style-type: none">• Confidential (VO)• CSEA 262 (RA)• CSEA 651 (JJ)	<ul style="list-style-type: none">• Health and Wellness Workshops - No updates since the prior meeting. • Updates on Keynote for CPD Day 2024<ul style="list-style-type: none">○ Submitted to board for approval.○ Waiting for KJ’s approval to record the event. • Room Updates for CPD Day 2024<ul style="list-style-type: none">○ Summit room currently blacked out on CPD Day 2024, reached out to Event Services for clarification. • CPD Day Lunch Updates (JL, JJ) -<ul style="list-style-type: none">○ President Garcia committed to support CPD Day 2024 with a continental breakfast and lunch, similar to CPD Day 2023. • Additional Updates:<ul style="list-style-type: none">○ Confidential: no updates.○ CSEA 262: trying to get COLA into negotiations.○ CSEA 651: Goofy golf in May!
PARKING LOT:	During Spring 2024: plan out 24-25 PD opportunities GSR-CPDC Subgroup	

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	Include workshops on horticulture and gardening in CPD Day 2024 offerings.	
Meeting Adjournment		Called by at [11:50]

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2023-2024 academic year. Meeting dates are on the 2nd & 4th 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**

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.

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- [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