Classified Professional Development Committee

Tuesday, April 23, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:07 a.m.]

☐ Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	☒ Diana Dzib (Classified Senate Rep)	☐ George Gutierrez (CSEA 651 President/ Designee)	☒ Lizette Henderson (Special Project Manager) / ☐ Lisa Rodriguez (Acting Director, POD)	☒ Vanessa Ortiz (Confidential Rep)
☒ John Lewallen (Tri-Chair: Classified Senate Designee)	☒ Cynthia Orr (CSEA 262 FT Rep)	☐ Dalia Khalil (CSEA 262 PT Rep)	☒ Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	☒ Aaron Mezzano (Coordinator, POD)

Guest: Bill Rawlings, Carlos Duarte

Item	Purpose	Outcome

Welcome	• **Review Agenda and questions (RA/JL)**
	• **Review and approve minutes (RA/JL)**
	    ○ **April 9, 2024**
		• **Agenda Review, Questions – None.**
		• **Minutes Review**:
		    ▪ **Minutes approved by acclamation.**

Old Business	**Updates/Follow-up:**
	
	• **POD Update(s) (LH/AM)**
	    ○ PGB Voting (if any)
	    ○ Send Silence Packing (LH)
		Action Items
		
		• **POD Update(s)** –
		    ○ PGB Voting Updates – Several have been submitted for review. Please vote when you have a moment. The bulk of the remainder was completed by the committee. Thank you!
		    ○ Send Silence Packing – The committee reviewed the online videos and information for Send Silence Packing by Active Minds. Their exhibit will be at the campus on May 8, 2024, from 8:00 – 4:00 p.m. Organizers are asking for volunteers to assist with setup/takedown and answer questions from staff and students in attendance throughout the day. Mt.

		SAC marketing department will assist with promotional materials. Volunteers are required to watch a 45-minute video.
	• **PDC Update(s) (RA)** –	**PDC Update(s)** – none.

	• **Budget (AM)** – No changes to the budget since the prior meeting.
	    ○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCO Funds Unchanged
		Budget Update(s): No Change since the prior meeting.
		
		    ○ <u>Regular Budget</u> remaining for 23-24: **$294.36**
		
		    ○ <u>Total Chancellor's Funds</u> remaining: **$19,983.41**
		        ▪ Preparing to spend $10k on Katherine Jefferies, and $2,057.98 on Newleaf for Preconference, reflected in total above. Both board approved in April.
		        ▪

New Business	**GSR 2024 Updates**
	
	• **Bill Rawlings and Carlos Duarte**
		Great Staff Retreat (GSR) 2024 Updates – The GSR Team provided an update on the upcoming October event.
		    - GSR Evaluations from 2023 were overall very positive. Some requests include additional personal time during the retreat.
		    - GSR team is already in conversation with UCLA Lake Arrowhead Conference Center for a multi-year contract between 2024 and 2026. Those prospective dates are October 9-11, 2024, October 15-17, 2025, and October 21-23 , 2026. Details on the board approval, payment, and other fiscal details will be coordinated with POD and the GSR team at an upcoming date.
		    - The GSR team will include the POD Coordinator during their planning meetings in an effort to streamline administrative and approval processes. The GSR team plans to have all these processes planned out by June 2024.
		    - Challenges for the GSR: 1. Finding more balance between work and personal time, and 2. Securing a suitable amount of private lodging for guests, including

single occupancy rooms, or double occupancy suites with areas separated by doors for personal privacy. The GSR team hopes to secure the rooms using a multi-year contract.

- CPDC members received clarification on where GSR team was in process with the multi-year contract, as well as the use of carryover funds from prior years. The GSR team will connect with POD to discuss what is needed for this type of contract and the current amount of rollover available.

- The GSR team will schedule a meeting with POD personnel.

PD Planning for 2023-2024

PD Opportunities for Classified

PD Planning for 2023-2024

PD Opportunities for Classified

- **Recent Offerings:** None since the prior meeting.
- **Upcoming Events:** Intro Outlook (Mail), Intro to Outlook (Calendar), Intro to MS OneDrive, Intro to MS Access (Lisa Didonato), Zoom Features for Regular Users
- **Possible Workshops:** Qualtrics II, Adobe Acrobat II
- **Summer/On the Horizon:** SmartSheet Summer Workshops Series, Intro to Microsoft OneNote
- **Health and Wellness Workshops** – Collaborating with Wellness Center to put their workshops on our calendar for more visibility. Added several breathwork and St. Jude Zoom workshops for employees.

CPD Day 2024
- **SWAG Ideas and Spending Budget**

CPD Day 2024
- **SWAG Ideas and Spending Remaining Budget**
  - Ani has submitted the purchase 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 Through POD/IT (LH/AM)**
 	
    o Current and Recent Offerings: DHH workshops, Forms, Teams
	- **Current and Recent Offerings through POD:**
	
	    o Current, Upcoming, and Recent Offerings: Introduction to Microsoft Access (5/2), Intro to MS OneDrive (5/7), Intro to MS Outlook (Mail) (5/21), and Intro to MS Outlook (Calendar) (5/28).

• **Room Updates for CPD Day 2024**	- **Room Updates for CPD Day 2024**
	
	    o 9C Stage reserved to serve lunch – will add in additional details nearer to the event. Need table configurations, outdoor seating count.
	
	    o Request for the Summit Room for the keynote can be submitted in July. Will submit requests at that time.

• **CPD Day Lunch -**	- **CPD Day Lunch Updates -**
	
	    o President Dr. Martha Garcia has committed $5,000 to CPD Dday for hospitality services. This is just over half of what we used for CPD Day 2023 (~$9,000). This current amount can cover boxed lunches – but not breakfast.
	
	    o The committee discussed the use of the President's $5,000 funds to bring outside food to campus for CPD Day 2024, as recommended in the past. POD will review catering options for 300-350 people for the following local vendors, at the the recommendation of CPDC: Panera, Jimmy Johns, and Jersey Mike's.
	
	    o The committee discussed options for breakfast with the shortfall of funds compared to 2023. The committee agreed to provide breakfast options using the remaining 2023-2024 fiscal year funds in addition to the upcoming fiscal year for CPD Day 2024 breakfast. The task force will discuss this further at their next meeting.
	
	    o Volunteers will be needed to exclusively tend to the breakfast catering needs of the task force, including the food and coffee setup at the tables, and its removal. This will be discussed at the task force meeting in coordination with the volunteer leader.

	Additional Updates:
	• Confidential (VO)
	• CSEA 262 (RA)
	• CSEA 651 (JJ)
		- **Additional Updates:**
		   o Confidential: no updates.
		   o CSEA 262: Classified employee week is approaching
		   o CSEA 651: no updates.

PARKING LOT:	**During Spring 2024: plan out 24-25 PD opportunities (May)** **Include workshops on horticulture and gardening in CPD Day 2024 offerings.** **Revise CPD Day Survey Questions for specific responses.**	
Meeting Adjournment		Called by at [12:20 p.m.]

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.
- 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 CCCCO 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