Classified Professional Development Committee

Tuesday, January 9, 2024 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:06]

☒ 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:

Item	Purpose	Outcome

Welcome	• Review Agenda, Questions (RA/JL)
	• Review and approve minutes (RA/JL)
	   o November 28, 2023
	   o December 12, 2023
		• **Agenda Review, Questions -**
		• **Minutes Review:**
		   o November 28, 2023
		      ▪ Approved/Changes Requested – Approved pending changes to language and context.
		   o December 12, 2023
		      ▪ Approved/Changes Requested – Approved pending changes to language and context.

Old Business	**Updates/Follow-up:**
	
	• **POD Update(s)** (LH/LR)
	   o Introduction of New POD Coordinator Kevin Truong
		Action Items
		
		• **POD Update(s)** – (LR/HR)
		   o Kevin Truong introduced himself to the committee with his work history.

	○ PGB Voting (if any) ▪ Incoming PGB requests for upcoming workshops ○ C&T ○ EID **• PDC Update(s)** (RA/JL) – **• 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	○ PGB Voting **–** The Committee has five current items to review. No additional changes from the last meeting. Please log into the PGB Smartsheet and cast your votes. Committee members briefly discussed the possibility of streamlining the voting process. POD will investigate. ○ C&T: $20,000 is in the process of being moved from manager travel funds to assist classified employees with travel after they ran out of funds. PDC reached out to those who were declined travel funds for an opportunity to utilize these funds. The next meeting is in March as faculty do not meet over the Winter term, more updates will come after that meeting. ○ EID: None. **PDC Update(s)** – no updates **Budget Update(s): No Change since the prior meeting.** ○ <u>Regular Budget</u> remaining for 23-24: $990.94 ○ <u>Chancellor's Funds</u> remaining for 23-24: $16,041.39 ○ <u>Total Remaining</u> for 23-24: **$17,032.33** ○ <u>Chancellor's Funds</u> in reserve for 24-25: $16,000
New Business	**PD Planning for 2023-24** **• Current Offerings Through POD/IT (Aaron)**	**PD Planning for 2023-2024** **• Current Offerings through POD/IT** – Application-based training continues to roll out and move forward through 2024. Smartsheets, Teams, and Forms will take place in the next 60 days, followed by Word, Excel, Adobe, Zoom, OneDrive, and others. The first two smartsheet workshops in the series filled up within 48 hours of the announcement, POD will offer two more in March.

	Health and Wellness Workshops (Aaron)	**Health and Wellness Workshops** – POD will continue to work with Lorraine Jones in the Wellness Center to coordinate, promote, and track attendance. POD will begin collaboration starting this year starting with the Yoga workshop. More updates will be communicated to the CPDC as they develop to meet the requests of classified staff for physical well-being.
	Keynote Selection for Fall 2024 ○ The theme proposed was "Building your Body and Mind," or something close. Was not finalized. ○ Review of the website for Johnny Crowder. ○ We are seeking at least 3 to vote upon.	**Keynote Selection for CPD Day 2024** ○ The theme of "Building your Body and Mind" is not finalized by the committee, but the CPDC will continue to search for a keynote speaker. If the theme needs to change to accommodate finding a keynote for CPD Day 2024, this will be discussed at the next meeting. ○ CPDC reviewed the website for Johnny Crowder but did not propose bringing him to campus as a keynote. ○ CPDC reviewed the materials for Andrea Holwegner but did not propose bringing her to campus as a keynote. ○ The committee will continue to search for keynote speakers between now and the next meeting.
	Student Center Use for CPD Day 2024	**Student Center Use for CPD Day 2024:** Rooms for the lower floor have been booked for CPD Day, but the third story is not yet available. POD will work with Event Services when they are available to reserve at the end of January.
	Additional Updates: • Confidential (VO) • CSEA 262 (RA) • CSEA 651 (JJ)	**Additional Updates:** • Confidential: no updates • CSEA 262: no updates • CSEA 651: no updates
PARKING LOT:	During Spring 2024: plan out 24-25 PD opportunities. GSR and Management Involvement	

Meeting Adjournment		Called by at [12:13 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

- o 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