Classified Professional Development Committee

Tuesday, October 24, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order, [11:14 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:

Item	Purpose	Outcome

Welcome	- Review Agenda, Questions (RA/JL)
	- Review and approve minutes (RA/JL)
	  o September 26, 2023
		- **Agenda Review, Questions**
		- **Minutes Review**: September 26, 2023 – Approved Acclamation
		  o Approved/Changes Requested -

Old Business	**Updates/Follow-up:**
	- Update on CSEA PT Rep starting Jan 2024
	
	- **POD Update(s)** (LH/LR)
	  o POD Offices Open
	  o New Employee Welcome Overview and Results (AM)
	  o PGB Voting (Backlog) and Updates (AM)
	  o C&T
	  o EID
		Action Items
		- Follow up on new CSEA PT CPDC Member: no name or person named at this moment. Actively seeking replacement, Rosa would like to have Dalia remain in the seat until a replacement is found.
		
		- **POD Update(s)** – (LR/HR)
		  o POD Offices: POD offices are open, and we are scheduling an open house in early November, campus community can examine our new training rooms and demonstrations. Technology includes a variety of implemented tech across campus into main presentation

- **PDC Update(s)** (RA/JL)

- **Great Staff Retreat Debrief (RA)**
  - Rosa A. will provide a breakdown of the October 2023 GSR and steps to come.

- **Budget** (AM) – review current budget
  - Budget Update (AM): No Updates or Spending since prior meeting. Regular Funds and CCCCO Funds Unchanged
  - Recall to inquiry on Non-Instructional Salaries identified in budget in 22-23 FY

areas. Conference this past Thursday and Friday went very well, and participants liked the space! Flyer for open house will be going out soon. We will be hosting more workshops here in our POD loft in building 6.

- **New Employee Welcome**: Aaron reviewed statistics and events for New Employee Welcome in September 2023. Overall – very satisfied results, would need either a change in breakfast or a specific descriptor on the food to be expected, inclusion of the DEISA+ and Focused Tour in future events. RA commented that we should consider having Mica Stewart and Gizelle Ponzillo re-facilitate the same workshop on DEISA+ in the POD Calendar since it was so well received. LH commented that we can ask if the facilitators if that is something they would like to do and help them get in an activity proposal form if so. JL pointed out that based on the survey results, like CPD Day, there are employees who do not attend New Employee Welcome due to their workload. JL reiterated that should consider this be *mandatory* for the employee because, as with CPD Day, a voluntary event has outside stressors effecting their decision to attend. We need to start ensuring managers understand that employees can attend without consequence. JJ notes the dynamic set is not the same in each office, but we do have the struggle to release employees. But the psychological effects on employees and pressures (impressing colleagues, fitting in, seeking approval) may affect their decision to attend. JJ would say to at least 20% of new employees face this. In the meantime, if an employee states they would not like to attend, they complete a reason why they do not want to attend. LH does not disagree with the sentiment, and is not saying this is not the lived experience, and there maybe are other managers who are not as accommodating – but she cannot put that language in any materials until it has gone through the proper channels and approvals. Lizette can advocate for employees to participate such as NEW day and CPD Day by going to managers meeting and holding space to remind managers in those spaces that they make adjustments to departmental needs so they can attend and fully experience the event. Just to be clear, it cannot commit POD to enacting those immediately. DD asked if employees get the notification on release time prior - Aaron and Lizette responded. We compare the registration v. sign in sheet about who get release time and who attended for the event. GG asked if we can we create something

with the district so when they meet with the employees (during evaluations) that CPD Day and New Employee Welcome is coming up? That would put managers on the same page as classified, and it can be detrimental to employees if they do not have this information available to them sooner in their position. He will work with Sohka on something regarding this moving forward.

- o **PGB Voting (Backlog) and Updates**: LH walked through the process of voting on PGB we have 2 weeks to update current decisions as a committee. RA asked if we have any employees who have applied for PGB, we can investigate it. RA noted that since this is off hours, it is very difficult to receive any credit towards PGB and dissuades employees from taking part. DD if faculty receive an ongoing payment and is attached to their salary moving forward, but not for classified, the process is different, correct? Rosa clarified that the stipend for classes and courses in professional development are different.

- o C&T: no updates.

- o EID: no updates.

PDC Update(s) – none.

- - **Great Staff Retreat Debrief:** The event 30 attendees and 6 facilitators, some 651 many 262, no classified. Good food! Very rewarding on the facilitator side of the event and watch the attendees take part of the process and participate in the process, allowing for vulnerability in their participation. Johnny and Dalia attended – Johnny noted that during his time it was well organized and positive. Nothing bad occurred, kept on schedule with facilitators. Achieved goals: meeting others outside of one's department and identifying common challenges. They can go so late and would like to end earlier to try to connect to

| | | one another, but it was a very positive experience and met their learning outcomes. DK had an amazing experience, good food, wished it would have ended earlier in the day as well, especially for the first time at lake arrowhead so they can explore more of the area and connect with the area. Johnny included that the group was very respectful and encouraging of one another and creating a positive climate.

- **Current Budget Update(s): No Change**
   o Regular Budget remaining for 23-24: $990.94
   o Chancellor's Funds remaining for 23-24: $16,041.39
   o Total Remaining for 23-24: **$17,032.33**

   o Chancellor's Funds in reserve for 24-25: $16,000

   o Follow up from RA Spending on Non-instructional salaries in 22-23. Reports show spending was for two faculty members to present during CPD Day:
     ▪ Ginger Glee, Adjunct Faculty
     ▪ Stacy Bacigalupi, FT Faculty |
| New Business | **PD planning for 2023-24**
- Confidential (VO)
- CSEA 262 (RA)
- CSEA 651 (JJ)
- Other (AM) | **PD Planning for 2023-2024**
- Confidential: see other notes
- CSEA 262: see other notes
- CSEA 651: see other notes
- Other: no updates |

	- Aaron: In-house PD for 23-24 in Tech, Productivity in collaboration with Israel Correa - Brainstorm other 23-24 PD Opportunities for Classified Staff - Schedule 2023-2024 CPDC Meetings	○ returned to JL's point earlier, classified wanted to learn about very broad descriptors (what aspects of Health and Wellness?) and we need to identify specific areas of professional development. Same with technology and productivity. We need to have this conversation so we can have this. RA asked if people are identifying themes but no workshops? LH and AM responded yes. LH explains, for example, we can use specific programs like Zoom and new features that are out since we started, Teams for use in departments that rely heavily on that topic, Microsoft applications (Excel, Word, etc.), Collaboration tools such as G Docs, marketing and creative platforms, maybe we take some of the sessions from CPD Day and expand on them and make them more robust on the outcomes. That can be very cost effective for us in showing how we are meeting the need of our classified staff. RA asked if we have a vendor, or anyone on campus, who can do these trainings? We can investigate in-house experts and other trainings, and then look into outside vendors. DK asked if we should concentrate on Zoom since many departments are using it, and Teams for sharing documents for everything, will be helpful for all on campus. JL commented that this is the right direction and good suggestions. We need to jot down ideas and rough draft of apps that are available, (maybe investigate MAC users?), add in Part 1 and Part 2 workshop series. If we have an IT person, as well as a Non-IT person during the training to showcase this and co-facilitate (Users v. Software language), how to relate that information in an easily digestible way to other employees. Requested that we also train on MS Word. LH said we can look at shared applications such as Google Drive, and then MS applications like word. JJ comments that as far as Zoom, we are utilizing that a lot for employees and saves space on finding rooms, it would be helpful to know how to use this better as employees and would benefit 651 as well. JL asked if employees can book Zoom booths? LH responded yes, with time limitations, once they are available. Also, to JJ, we want to provide equitable time and locations to 651 and 262 and will have more info on that soon. Return to Health and Wellness: LH commented that this is a very broad subject, and we need to narrow down this topic. The campus offers a lot of workshops in this category. We currently have the materials and workshops available, e.g. wellness center, the ECC, and other opportunities. RA and JL noted they do not have specifics on what is desired from Health and Wellness, but in Health and Wellness what would be worth the time is the multiple mindfulness workshops and how

		mindfulness can be applied. LH comments that we already have the Mindful Hour with Andrea Torres. We were going to roll out the Smoking Cessation workshops but there are other topics on campus that are being focused on, we are pushing that out to the following year after the holiday break (January). Can tie the smoke cessation series to a meditation component, and in alliance with a new policy with the new non-smoking policy on campus. JL commented that was what he was trying to put into words, things to do with mindfulness or components, a variety of activities. Maybe we must take a Health/Wellness survey? Maybe. JJ: for the graveyard folks, closest scheduling would be 6:00 am on Fridays. How would that manifest as a training? LH responded we would need to do something a bit different to schedule workshops for that group. We need a list, and within the next 6 months, we would like to offer these workshops. We can work with that list and find workshops and schedule them in the next year and accessible for both units. Both classified serve in different roles but we will do what we can to meet those need, but this list comes first. GG commented that we will get a list of constituents there. RA asked if there is there a way, we can get a survey to both classified units and confidential employees? LH and AM responded yes, but we need to hand out copies to GG so he can distribute these to 651 employees and return them by hand. JJ: GG is correct, 651 are not in front of computers so they do not respond in high enough numbers online. Lizette and Aaron will create a survey and distribute to George physically, and get to John, Rosa, and confidential to complete. Two weeks should be enough time, and afterwards we can review the results. POD will put questionnaire/survey together. JL asked if we should ask constituents what would be different in Health and Wellness during CPD Day? Or, what specifically would you like to see regarding Health and Wellness during CPD Day or professional development training? ○ List of outside vendors used in the past attached at the end of this agenda for consideration for 23-24. - Solidify meeting schedule for 2023-2024
PARKING LOT:		

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Meeting Adjournment		Called by at [1:02 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 person designated as the lead for presenting an update at the next scheduled meeting.

New agenda items for next regularly scheduled meeting:

Notes:

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

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

Training Resources – Vendors who have work with Mt. SAC to consider 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

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- o Aurora Training Advantage has a fee-based membership to access all their online training topics/modules. This maybe something to explore as CPDC looks to maximizing 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