

Classified Professional Development Committee

Tuesday, May 14, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [

<input checked="" 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 checked="" type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input type="checkbox"/> Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	<input checked="" type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest: Bill Rawlings, Carlos Duarte

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"> ○ April 24, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions – none. • Minutes Review: <ul style="list-style-type: none"> ▪ Minutes 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) ○ Send Silence Packing (LH) • 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 – Additional activity proposal forms are in process. The CPDC will receive a request to vote on these events once they are ready for review. • PDC Update(s) – <ul style="list-style-type: none"> - PDC is reviewing AP 7400 and AP 7160.

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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	<ul style="list-style-type: none">- Conversations have started regarding possible changes to CPDC, moving towards a council instead of a committee. More information is forthcoming.- Conference and travel for classified staff was encumbered very quickly in the 2023-2024 academic year, but some classified employees who were denied due to insufficient funds were able to be funded. Future increases for classified conferences and travel are uncertain at the moment. <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>○ <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, and \$2,057.98 on Newleaf for Preconference, reflected in total above. Both were board approved in April.
New Business	<p>Great Staff Retreat (GSR) 2024</p> <p>PD Planning for 2023-2024</p> <p>PD Opportunities for Classified</p>	<p>Great Staff Retreat (GSR) 2024–</p> <ul style="list-style-type: none">- Some changes are being made to GSR team, a call for GSR coordinators will be made soon. <p>PD Planning for 2023-2024</p> <p>PD Opportunities for Classified</p>

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	<p>CPD Day 2024</p> <ul style="list-style-type: none">• Room Updates for CPD Day 2024	<ul style="list-style-type: none">- Recent Offerings: Introduction to OneDrive, Introduction to Access: Both well attended. Attendees provided feedback on what they'd like to see.- Upcoming Events: Intro Outlook (Mail), Intro to Outlook (Calendar), Intro to Zoom Features for Regular Users, Intro to OneNote- Possible Workshops: Qualtrics II (tabled), Adobe Acrobat II (tabled), Introduction to Web Content Accessibility Guidelines (Summer), Introduction to Microsoft Mail Merge (Summer)- New Upcoming SmartSheet Workshops: Originally planned for Summer, but pushed back due to facilitator unavailability. Will begin in early August and through September on the below topics:<ul style="list-style-type: none">o SmartSheet Formulas, References, and Sheet Summarieso SmartSheet Automation: Maximizing Productivity and Minimizing Menial Taskso SmartSheet Collaboration: Claiming/Delegating Tasks, Approvals, and Smarter Team Workflowso SmartSheet PDF Generation Using Sheet Data – Get It Right Every Time!o Creating Reports from Multiple Sheets (1 Owner)o SmartSheet AI: Your Formual Co-Piloto SmartSheet Dashboards- Health and Wellness Workshops – No change since prior meeting.- Fall 2024 and Onwards:<ul style="list-style-type: none">o Revisiting highly requested workshops, formulating "Part II's" of highly requested workshopso Revisit the use of remaining chancellor's funds for PD opportunities in Fall 2024 – Spring 2025 <p>CPD Day 2024</p> <ul style="list-style-type: none">- Room Updates for CPD Day 2024 (no updates)
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	<ul style="list-style-type: none">• CPD Day Lunch -	<ul style="list-style-type: none">○ 9C Stage reserved to serve lunch – will add in additional details nearer to the event. Need table configurations, outdoor seating count. Will confirm once we finalize what we are serving.○ Request for the Summit Room for the keynote can be submitted in July. Will submit requests at that time. <p>- CPD Day Lunch Updates -</p> <ul style="list-style-type: none">○ Review Quotes from Lunch Vendors Identified by CPDC<ul style="list-style-type: none">▪ Did not discuss, no longer ordering off-campus.▪ Jimmy John's:<ul style="list-style-type: none">● 360 1/2 sandwiches: \$1,618.50● 360 full sandwiches: \$3,237.00▪ Jersey Mike's:<ul style="list-style-type: none">● 150 Ham, 150 Turkey, 50 Vegetarian: \$3,662.00● Noted they may be able to provide discount, but provided no additional details.● Franchisee may be able to deliver sandwiches to campus.▪ Panera:<ul style="list-style-type: none">● 100 Tomato Basil, 100 Turkey & Cheddar, 50 Vegetarian Sandwiches: \$5,276.50▪ Remaining Lunch Budget:<ul style="list-style-type: none">● (Once lunch vendor and costs identified) Explore best use of the remaining hospitality budget for the CPD Day 2024 Breakfast items○ Lunch updated to Sodexo order instead of off-campus vendors.<ul style="list-style-type: none">▪ CPD Taskforce has submitted the order for sandwiches for lunch.▪ Tri-chairs will meet with the president to discuss the possibility of funding breakfast, as prior CPD Day events.
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	<ul style="list-style-type: none"> • Post-CPD Day Survey – <p>Additional Updates:</p> <ul style="list-style-type: none"> • Confidential (VO) • CSEA 262 (RA) • CSEA 651 (JJ) 	<ul style="list-style-type: none"> - Post-CPD Day Survey <ul style="list-style-type: none"> ○ Aaron Will revisit questions asked on surveys to ensure we are asking questions related to deliverables. The committee decided to keep questions about location, venue, etc. - Additional Updates: <ul style="list-style-type: none"> ○ Confidential: no updates. ○ CSEA 262: Classified employee week is approaching ○ CSEA 651: Goofy golf will be offered during CSEA week!
PARKING LOT:	<p>During Spring 2024: plan out 24-25 PD opportunities (May)</p> <p>Include workshops on horticulture and gardening in CPD Day 2024 offerings.</p> <p>Re-visit opening session participants, including executive management, CSEA, and Classified Senate</p>	
Meeting Adjournment		Called at [12:14 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

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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 CCCC 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

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6. Institutional Training
7. Supporting Student Achievement
8. Diversity and Cultural Competence
9. Student Equity