

## Classified Professional Development Committee

Tuesday, December 12, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda & Minutes

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

<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 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:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> <li>• Review Agenda, Questions (RA/JL)</li> <li>• Review and approve minutes (RA/JL)               <ul style="list-style-type: none"> <li>○ November 14, 2023</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agenda Review, Questions</b></li> <li>• <b>Minutes Review:</b> November 28, 2023 (Tabled)               <ul style="list-style-type: none"> <li>○ Approved/Changes Requested – Tabled, no quorum.</li> </ul> </li> </ul>
Old Business	<p><b>Updates/Follow-up:</b></p> <ul style="list-style-type: none"> <li>• <b>POD Update(s) (LH/LR)</b> <ul style="list-style-type: none"> <li>○ Review PGB Voting (if any)               <ul style="list-style-type: none"> <li>▪ Incoming PGB requests for upcoming workshops</li> </ul> </li> <li>○ C&amp;T</li> <li>○ EID</li> </ul> </li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• <b>POD Update(s) – (LR/HR)</b> <ul style="list-style-type: none"> <li>○ PGB Voting – The Committee has three current items to review. No additional changes from the last meeting, will review after this session.</li> <li>○ C&amp;T: PDC announced we are moving over \$20k from managers to classified conference and travel. PDC will begin to reach out to employees denied travel funds due to lack thereof to inquire if they are still interested in attending their conference, and we will act based on their response. Any funds remaining beyond that have not been discussed. Started discussions regarding repeat attendees to specific conferences necessary for their department to function</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>• <b>PDC Update(s) (RA/JL) –</b></li> <li>• <b>Budget (AM) – No changes to the budget since the prior meeting.</b><ul style="list-style-type: none"><li>○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCCO Funds Unchanged</li></ul></li></ul>	<p>properly, and future department-funded travel to those events. One department has done this, and PDC will track if and how other departments make the same change. Group noted that one caveat to that approach is some departments have more funds than others and that these expenses may be considered through their PIE.</p> <ul style="list-style-type: none"><li>○ EID: no updates.</li></ul> <p><b>PDC Update(s) – No Updates.</b></p> <p><b>Budget Update(s): No Change since the prior meeting.</b></p> <ul style="list-style-type: none"><li>○ <u>Regular Budget</u> remaining for 23-24: \$990.94</li><li>○ <u>Chancellor’s Funds</u> remaining for 23-24: \$16,041.39</li><li>○ <u>Total Remaining</u> for 23-24: <b>\$17,032.33</b></li><li>○ Chancellor’s Funds in reserve for 24-25: \$16,000</li></ul>
New Business	<b>Great Staff Retreat Update (LH)</b>	<b>Great Staff Retreat Update (LH) –</b> <ul style="list-style-type: none"><li>○ Great Staff Retreat (GSR): Committee opened conversation with history of GSR, how it split from CPDC oversight, and discussed the possibility of bringing the GSR back under CPDC purview for additional managerial oversight and support. Recent events in GSR purchases have prompted this discussion. The CPDC would work with them while allowing them to plan independently as another part of this committee. Several members disagreed on if including a manager in the GSR team was necessary and wished to discuss this in length with the GSR team before bringing to the CPDC for discussion. The conversation was tabled.</li></ul>

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	<ul style="list-style-type: none"><li>• <b>ITEL Review for PGB -</b></li></ul> <p><b>PD Planning for 2023-24</b></p> <ul style="list-style-type: none"><li>• <b>Review of Workshops Planned for 2024 (AM/LH)</b></li></ul> <ul style="list-style-type: none"><li>• <b>Theme Selection for CPD Day 2024</b></li></ul> <ul style="list-style-type: none"><li>• <b>Select a Keynote Speaker for CPD Day 2024</b></li></ul>  <ul style="list-style-type: none"><li>• <b>Student Center Use for CPD Day 2024:</b></li></ul> <p><b>Additional Updates:</b></p> <ul style="list-style-type: none"><li>• Confidential (VO)</li><li>• CSEA 262 (RA)</li><li>• CSEA 651 (JJ)</li></ul>	<ul style="list-style-type: none"><li>• <b>ITEL Review for PGB –</b> Reviewed the ACUE: ITEL workshop proposal for PGB credit, members noted that some classified work in labs on campus and this would be applicable to them. The committee agreed the ITEL workshop proposal should count towards PGB credit.</li></ul> <p><b>PD Planning for 2023-2024</b></p> <ul style="list-style-type: none"><li>• <b>Review of Workshops Planned for 2024</b><ul style="list-style-type: none"><li>○ Technology Workshops: Workshops added to January and February offerings (2 Smartsheets, 2 Forms, 2 Teams), and workshops on the horizon through June. The committee was reminded to continue checking emails and PGB voting spreadsheets to stay ahead of the many PGB requests we will be getting.</li><li>○ Health and Wellness: POD meets with the Wellness Center on Thursday to brainstorm and discuss bringing more opportunities to address physical and mental wellbeing, and stress management, through workshops during regular employee hours. More updates will come after the meeting and as they are scheduled based on the direction of prior CPDC meetings and direction.</li></ul></li></ul> <ul style="list-style-type: none"><li>• <b>Theme Selection for CPD Day 2024</b><ul style="list-style-type: none"><li>○ The committee has not finalized a decision but is trending in the direction of “Building your Body and Mind.”</li></ul></li></ul> <ul style="list-style-type: none"><li>• <b>Select a Keynote Speaker for CPD Day 2024:</b><ul style="list-style-type: none"><li>○ The committee has no keynote finalists for a keynote speaker during CPD Day 2024. Reviewed Johnny Crowder, but will have other input from CPDC members during the January meeting</li></ul></li></ul> <ul style="list-style-type: none"><li>• <b>Student Center Use for CPD Day 2024:</b> Pod has started the process of booking necessary rooms.</li></ul> <p><b>Additional Updates:</b></p> <ul style="list-style-type: none"><li>• Confidential: no updates</li><li>• CSEA 262: no updates</li><li>• CSEA 651: no updates</li></ul>
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<b>PARKING LOT:</b>	During Spring 2024: plan out 24-25 PD opportunities. GSR and Management Involvement	
Meeting Adjournment		Called at [12:13 pm]

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

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- [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 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