

## Classified Professional Development Committee

Tuesday, January 23, 2024 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda & Minutes

**Attendance:** Meeting called to order at [11:05]

<input type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input checked="" type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input type="checkbox"/> Lizette Henderson (Special Project Manager) / <input checked="" 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>• <b>Review Agenda, Questions (RA/JL)</b></li> <li>• <b>Review and approve minutes (RA/JL)</b> <ul style="list-style-type: none"> <li>○ <b>January 9, 2024</b></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agenda Review, Questions</b> – None.</li> <li>• <b>Minutes Review:</b> <ul style="list-style-type: none"> <li>▪ January 9, 2024 – Minutes approved by acclimation</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/AM)</b> <ul style="list-style-type: none"> <li>○ PGB Voting (if any)               <ul style="list-style-type: none"> <li>▪ Incoming PGB requests for upcoming workshops</li> <li>▪ POD looking into newer voting leveraging SmartSheet features.</li> </ul> </li> </ul> </li> </ul>	<p><b>Action Items</b></p> <ul style="list-style-type: none"> <li>• <b>POD Update(s) –</b> <ul style="list-style-type: none"> <li>○ PGB Voting – the committee is voting on new PGB requests. Additional requests will now be shared directly from SmartSheet for easier input.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>PDC Update(s) (RA) –</b></li>   <li>• <b>Budget (AM) –</b> No changes to the budget since the prior meeting.             <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><b>PDC Update(s) –</b> no updates, PDC will not meet until March.</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	<p><b>PD Planning for 2023-24</b></p> <ul style="list-style-type: none"> <li>• <b>Current Offerings Through POD/IT (LH/AM)</b> <ul style="list-style-type: none"> <li>○ Suggestion on Alva Santiago for Excel and Word training in March. Review costs, dates, and duration. Need approval for the February board today.</li> </ul> </li>   <li>• <b>Health and Wellness Workshops (LH/AM)</b> <ul style="list-style-type: none"> <li>○ St. Jude Wellness Seminars Coming to POD Connect and Newsletters, additional workshops.</li> </ul> </li> </ul>	<p><b>PD Planning for 2023-2024</b></p> <ul style="list-style-type: none"> <li>• <b>Current Offerings through POD:</b> <ul style="list-style-type: none"> <li>○ The committee discussed the possibility of bringing Alva Santiago to campus at the rate of \$150/hr for MS Word and Excel training at the introduction and intermediate levels for a total of 12 hours. The committee decided against bringing the vendor to campus, but instead suggested POD utilize the new MS 365 training in POD Connect through the Chancellor’s office. POD will help promote these asynchronous trainings and possibly offer drop-in hours to assist with registration and answer questions.</li> <li>○ POD will research the Word and Excel offerings to ensure they are eligible for PGB credit and will submit the paperwork if they are eligible. More information will be at the next meeting.</li> </ul> </li>   <li>• <b>Health and Wellness Workshops –</b> <ul style="list-style-type: none"> <li>○ The Wellness Center coordinator is currently in contact with St. Jude Hospital and holds several Zoom workshops throughout the year on the topics of physical health and wellness. POD will begin reviewing these workshop topics and when approved will place them on POD Connect for additional visibility and participation from classified staff.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"><li>• <b>Keynote Selection for Fall 2024</b><ul style="list-style-type: none"><li>○ Vote on keynote speaker nominations</li><li>○ Finalize the theme, or suggest a new one</li></ul></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>○ The same coordinator also provided good feedback on the inclusion of Wellness Center activities in POD Connect, citing good participation. She would like to continue working with POD on adding those events to the POD calendar.</li></ul> <ul style="list-style-type: none"><li>• <b>Keynote Selection for CPD Day 2024</b><ul style="list-style-type: none"><li>○ The committee had no additional keynote presenters to add to those in consideration (Nikki Spears, Katherine Jeffery), and agreed to move forward in contacting Katherine Jeffery for a keynote speaker and workshop facilitator for CPD Day 2024. POD will reach out to Katherine to discuss the options for keynote and workshops on the topic of generational communication and the workplace and on campus, as well as cost and logistics.</li><li>○ Several committee members commented the CPDC should consider avoiding repeating the same theme as last year (Health/Wellness) at the risk of redundancy, the committee agreed to move forward with a theme revolving around communication, teamwork, and leadership. These were requested topics listed in the post-CPD Day 2023 survey and would benefit both 262- and 651-unit members. The finalized title will be worked on outside of the meeting by CPDC members.</li><li>○ The committee considered removing some speakers or items from the Opening Session to create more time for the keynote speaker. No changes were made and will be discussed soon.</li></ul></li></ul> <p><b>Additional Updates:</b></p> <ul style="list-style-type: none"><li>• Confidential: no updates.</li><li>• CSEA 262: Negotiation processes have started. Professional Development is on the agenda.</li><li>• CSEA 651: Lianne Greenlee is giving an accreditation presentation to 651 employees to ensure they are updated on the process.</li></ul>
<b>PARKING LOT:</b>	During Spring 2024: plan out 24-25 PD opportunities. GSR-CPDC Subgroup	

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Meeting Adjournment	Called by at [11:59 a.m.]
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**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)
- [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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- 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