

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 [11:10 a.m.]

<input type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input 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 checked="" 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 type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" 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"> • Review Agenda, Questions (RA/JL) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ January 23, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions – None. • Minutes Review: <ul style="list-style-type: none"> ▪ January 23, 2024 – two members abstained due to prior absence, and will be tabled for the next meeting.
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) • 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 – CPDC can expect more PGB requests within the next week. ○ POD is working on securing laptops for the training lab that will assist in trainings for district employees. funding for laptops for these trainings. When they are secured, POD can provide the hardware training requirements for those without access to laptops.

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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	<p>PDC Update(s) – no updates, PDC will not meet until March.</p> <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: \$990.94○ <u>Chancellor’s Funds</u> remaining for 23-24: \$16,041.39○ <u>Total Remaining</u> for 23-24: \$17,032.33○ Chancellor’s Funds in reserve for 24-25: \$16,000
New Business	<p>PD Planning for 2023-24</p> <ul style="list-style-type: none">• Morning Session for 651 (Preconference) - • SWAG Ideas and Spending Budget	<p>PD Planning for 2023-2024</p> <ul style="list-style-type: none">• Morning Session for 651 (Preconference):<ul style="list-style-type: none">○ CSEA 651 expressed interest in hosting another preconference for CPD Day 2024, focused on leadership skills, conflict resolution, or working with others.○ POD will research preconference topics and return their findings to the committee for review. • SWAG Ideas and Spending Remaining Budget<ul style="list-style-type: none">○ CPDC reviewed the current suggestions for CPD Day 2024 swag, and members were encouraged to bring additional suggestions to the upcoming task force meeting.○ Ideas for swag should materialize very soon to meet budget deadlines.

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	<ul style="list-style-type: none">• Current and Recent Through POD/IT (LH/AM)<ul style="list-style-type: none">○ Current and Recent Offerings: DHH workshops, Forms, Teams○ Upcoming Offerings – MS Word/Excel Asynchronous Trainings • Health and Wellness Workshops (LH/AM)<ul style="list-style-type: none">○ St. Jude Wellness Seminars Coming to POD Connect and Newsletters, additional workshops. • Updates on Keynote	<ul style="list-style-type: none">• Current and Recent Offerings through POD:<ul style="list-style-type: none">○ Current and Recent Offerings: (Forms, SmartSheet, DHH): Smartsheet, Forms, and DHH trainings had excellent turnouts. We POD and IT are planning an extended SmartSheet focused on specific tasks. More will come in the future.○ Update on MS Word/Excel Training in POD Connect: POD has coordinated with the Chancellor’s Office and can now pull reports for the Excel/Word 365 Trainings (2024 version) in POD Connect. POD will submit an activity proposal form for PGB for all training in the playlist. 651 will bring news of these trainings to his group at an upcoming meeting. • Health and Wellness Workshops - No updates since the prior meeting. • Updates on Keynote for CPD Day 2024<ul style="list-style-type: none">○ Update on Katherine Jefferies and Keynote: the prospective keynote speaker met with POD on cost and outlined a possible keynote session. The cost for a keynote session and breakout activity totaling two hours is quoted from the facilitator at \$8,500 plus airfare and travel, near or around \$10,000 in total. The facilitator believes that a breakout session in addition to the keynote will be beneficial so employees can have a collective hands-on session with the material covered. This extra hour will take the place of the first breakout session timeslot after the keynote session. A vote was motioned by John Lewallen and seconded by Vanessa Ortiz, to move forward with securing Katherine Jefferies for a 2-hour CPD Day 2024 activity including a keynote and breakout session – all in attendance voted yes and the motion passed.
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	<ul style="list-style-type: none"> • Room Updates for CPD Day 2024 <p>Additional Updates:</p> <ul style="list-style-type: none"> • Confidential (VO) • CSEA 262 (RA) • CSEA 651 (JJ) 	<ul style="list-style-type: none"> • Room Updates for CPD Day 2024 <ul style="list-style-type: none"> ○ Still cannot reserve for 24-25 FY, waiting for event services. In contact with staff, says it shouldn't be an issue for CPD Day. • Additional Updates: <ul style="list-style-type: none"> ○ Confidential: no updates. ○ CSEA 262: no updates. ○ CSEA 651: 651 employees are interested in professional development on drones in their workplace.
PARKING LOT:	<p>During Spring 2024: plan out 24-25 PD opportunities. GSR-CPDC Subgroup Include workshops on horticulture and gardening in CPD Day 2024 offerings.</p>	
Meeting Adjournment		Called by at [12:10 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**

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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 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

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