

Classified Professional Development Committee

Tuesday, May 28, 2024 (via Zoom)

11:00 – 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 type="checkbox"/> Lizette Henderson (Special Project Manager) / <input checked="" type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input checked="" type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input 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 checked="" 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"> ○ May 14, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions – none. • Minutes Review May 14, 2024: <ul style="list-style-type: none"> ▪ Lisa Rodriguez motioned to approve the minutes. Seconded by Cynthia Orr. No objections.
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 – Additional activity proposal forms are in process. The CPDC will receive a request to vote on these events once they are ready for review. <p>PDC Update(s) – no updates.</p>

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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>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><ul style="list-style-type: none">▪ <u>Will be spent on snacks and refreshments for speakers and facilitators during CPD Day 2024. Will be spent before June 21, 2024.</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">- No updates. <p>PD Planning for 2023-2024</p> <p>PD Opportunities for Classified</p> <ul style="list-style-type: none">- Recent Offerings: Intro Outlook (Mail) – Good attendance, many online. Good feedback so far.- Upcoming Events: Intro to Outlook (Calendar), Zoom Features for Regular Users, Intro to OneNote, Introduction to Web Content Accessibility Guidelines (Summer), Introduction to Microsoft Mail Merge (Summer), Workplace Violence Prevention Training<ul style="list-style-type: none">○ Intro to Web Content Accessibility Guidelines will incorporate another facilitator with expertise on the distribution of electronic materials via the campus ListServes to better highlight common mistakes and demonstrate how to adjust submissions via email to the Listservs.- Possible Workshops: Qualtrics II (tabled), Adobe Acrobat II (tabled)

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		<ul style="list-style-type: none">- 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 Dashboardso Committee briefly discussed the possible cost-benefit to using SmartSheet (overall good feedback), and the possibility of asking the participants in the SmartSheet for Non-Licensed Users training if they are interested in adopting the software in their departments/divisions. Can add to the post-event evaluation a question, similar to the wording “How likely are you to adopt or use SmartSheet after this training?”- 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
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	<ul style="list-style-type: none">• Proposed Timelines Review • Room Updates for CPD Day 2024 • CPD Day Lunch - • Post-CPD Day Survey –	<ul style="list-style-type: none">- Proposed CPD Day Timeline Review – tabled until we have more details on the length of the opening session and Dr. Jeffery’s required time. - Room Updates for CPD Day 2024<ul style="list-style-type: none">○ CPDC discussed and agreed to prioritize the use of the 3rd story common area at the top of the escalators in conjunction with the outer area seating for both lunch and breakfast. This will allow any guest speakers to address our audience during lunch, as well as keep the event centralized in a single building.<ul style="list-style-type: none">▪ Once the Summit Room and 3rd-floor locations are confirmed reserved on July 1/July 2, the CPD Day reservation for both 9C and building 13 will be released.○ Submissions for 410 1020A, 410 1020B, and 410 1020C (first floor of the Student Center) were submitted through Nancy Campos and approved in 25 Live. Reserved the entire day for August 16, 2024.○ Summit Room request for the keynote can be submitted in July. Additional requests will be submitted for 410 3030A and 410 3030B (Meridian Rooms) at that time for additional breakout session locations, totaling five rooms for breakout sessions. - CPD Day Lunch Updates -<ul style="list-style-type: none">○ Breakfast and Lunch will be provided for CPD Day 2024, confirmed by the President’s Office○ Sodexo will be advised of any breakfast or lunch location changes between now and CPD Day 2024. - Post-CPD Day Survey<ul style="list-style-type: none">○ POD is currently revisiting both the post-breakout session evaluation, and the post-CPD Day evaluation. Will have more updates during the summer.
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	Additional Updates: <ul style="list-style-type: none">• Confidential (VO)• CSEA 262 (RA)• CSEA 651 (JJ)	- Additional Updates: <ul style="list-style-type: none">○ Confidential: no updates.○ CSEA 262: no updates.○ CSEA 651: no updates.
PARKING LOT:	During Spring 2024: plan out 24-25 PD opportunities (May)	
Meeting Adjournment		Called at [12:14 pm]

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**

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)

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- [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 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