Classified Professional Development Committee

Tuesday, December 10, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:05 a.m.]

☒ Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	☒ Diana Dzib (Classified Senate Rep)	☐ George Gutierrez (CSEA 651 President/ Designee)	☒ Lizette Henderson (Special Project Manager) / ☐ Lisa Rodriguez (Acting Director, POD)	☒ Vanessa Ortiz (Confidential Rep)
☒ John Lewallen (Tri-Chair: Classified Senate Designee)	☒ Cynthia Orr (CSEA 262 FT Rep)	☐ Dalia Khalil (CSEA 262 PT Rep)	☒ Kimberly Butler (Tri-Chair, CSEA 651 Rep)	☒ Aaron Mezzano (Coordinator, POD)
Guest:				

	Item	Action/Notes

Welcome	• Review Agenda and questions (RA/JL/JJ)
	• Review and approve minutes (RA/JL/JJ)
	   ○ October 22, 2024
		• **Agenda Review, Questions**
		   ○ **No changes**
		• **Minutes Review**
		   ○ **Approved by acclamation**

Old Business	**POD Update(s) (LH/AM) -** PGB Voting and Proposals. Several awaiting votes, please check your PGB reminders sent out.	• **Additional PGB Requests incoming for asynchronous workshops and 25 Live workshop**
	PDC Update(s) (RA)	• **PDC did not meet – no updates**

	CPDC Budget Updates (AM)	**Budget Totals:**
		• **Regular CPDC Yearly Funds/Activity**
		   ○ **Starting Balance: $13.5k**
		   ○ **CPD-Day 2024 Purchases: - $1,376.92**
		   ○ **Total Remaining: $12,124.04**
		• **CCCCO/Chancellor's Funds Remaining:**

		o **Starting Balance 2024: $32,041.39** o **CPD-Day 2024 Charges: -$11,908.07** o **Total CCCCO Grant Remaining: $20,133.32**

New Business	**PD Planning for 2024-2025**
	
	• Review upcoming offerings, workshops in process.
	• Identify key areas for Professional Development in 2024-2025
	• Identify any internal facilitators *or* external vendors for PD offerings
		• **Goals for 2024 - 2025**:
		  o Revisit highly requested workshops, and plan new workshops based on feedback received from CPD Day 2024 and ongoing requests.
		  o Repeat productivity workshops offered in Spring will be available more frequently now that the curriculum has been developed by IT: Microsoft Word, Excel, Access, Forms, OneDrive, Zoom, SmartSheet (intro – no licenses). Fifteen workshops planned for Spring 2025.
		  o Target highly requested themes and subjects by classified and confidential employees.
		  o POD will investigate a campus climate survey for more detailed PD needs.
		
		• **Topics of interest from the 2024 CPD Day Survey:**
		  o Top 5 CSEA 262 areas: Personal/interpersonal communication, mental wellness, leadership development, emotional intelligence, Time/Project Management
		  o Top 5 CSEA 651 areas: Leadership Development, mental wellness, physical wellness, emergency preparedness, personal/interpersonal communication
		
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		• **Recent Offerings:** CORA and ACUE programs are ongoing, as are MS Word, MS Excel, Adobe, and the DEI 2024 asynchronous playlists.
		• **Upcoming Events:**
		  o November – Interpersonal Communication Workshops (Robin Cash, Melissa Andrewin), Balancing Act: Self-Care Strategies for Working Family Caregivers (ECC), **NEW** EASE Health and Wellness Workshops Series, St. Jude Cooking Health Webinar (2x), Temporary Employment Roadshow (HR Team), Mindful Hour: Attitude of Gratitude, **NEW** Ongoing Artificial Intelligence and Generative AI asynchronous trainings, playlists, and Micro-credential on POD Connect Website.
		  o December – St. Jude Webinar, other trainings TBD.
		  o Spring 2024 – NEW SmartSheet for free users; repeat of SmartSheet Series for Licensed Users, Introduction to 25 Live (Event Services Team), additional AI trainings.

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- **On the Horizon:**
  - **Leadership Workshops from GSS Facilitators and Participants (Inquiry Phase)**
  - **Project Management Series (Inquiry Phase)**
  - **Brown Act Trainings (Inquiry Phase)**
  - **Newleaf Quotes below. Descriptions were sent to CPDC to review.**
    - [Leading Others](#) (**Leadership**), 4 hours onsite, $3253.75.
    - [Personal and Interpersonal Effectiveness](#) (**Leadership, Communication**), 4 hours onsite or 2x 75-minute online sessions, $3,253.75.
    - [Work-Life Balance 2.0](#) (**Mental/Physical Wellness**), 4 hours onsite or 2x 75-minute online sessions, $3,253.75.
    - [Team Excellence](#) (**Leadership, Communication**), 4 hours onsite or 2x 75-minute online sessions, $3,253.75.
    - [Time Management](#) (**Mental Wellness, Leadership**), 4 hours onsite or 2x 75-minute online sessions, $3,253.75.
    - **Discussion**
      - Committee members agreed to bring "**Time Management**" to campus offered by Newleaf. POD will contact the vendor for multiple pricing and delivery options to ensure the training can be provided to CSEA 651, CSEA 262, and confidential employees.
      - CPDC will consider bringing Barry Posner to campus to provide leadership training covered by Newleaf's "Leading Others" and "Personal and Interpersonal Effectiveness." This conversation was tabled until the committee has additional pricing and logistical information for Barry Posner.
  - **Additional Workshops – Discussion**
    - No additional discussion

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Confidential

CSEA 651

CSEA 262

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- Confidential: no updates
- CSEA 651: no updates
- CSEA 262: no updates

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<tr><td>**PARKING LOT:**</td><td></td><td></td></tr>
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Meeting Adjournment		Called at [12:35 p.m.]

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2024-2025 academic year. Meeting dates are on the 2nd & 4th Tuesday, September through June 2025, 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 2024 Evaluation, the three highest subjects requested for 2024-2025 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](#)
  - 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