

# Classified Professional Development Committee

Tuesday, January 14, 2025 (via Zoom)

11:00 – 12:30 p.m.

## Meeting Agenda & Minutes

**Attendance:** Meeting called to order at [11:12 a.m.]

<input type="checkbox"/> Vacant (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Kimberly Butler (Tri-Chair: CSEA 651)	<input type="checkbox"/> Diana Dzib (Tri-Chair: Classified Senate 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"/> Timothy Leslie (Classified Senate Rep)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Vacant (CSEA 262 PT Rep)	<input type="checkbox"/> George Gutierrez (CSEA 651 President)	<input checked="" type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest:

	Item	Action/Notes
Welcome	<ul style="list-style-type: none"> <li>• Review Agenda and questions (DD/KB)</li> <li>• Review and approve minutes (DD/KB)               <ul style="list-style-type: none"> <li>○ December 10, 2024</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agenda Review, Questions</b> <ul style="list-style-type: none"> <li>○ <b>No questions or updates</b></li> </ul> </li> <li>• <b>Minutes Review</b> <ul style="list-style-type: none"> <li>○ <b>No changes, approved by acclamation</b></li> </ul> </li> </ul>
Old Business	<b>POD Update(s) (LH/AM)</b> - PGB Voting and Proposals.	<ul style="list-style-type: none"> <li>• <b>No updates</b></li> </ul>
	<b>PDC Update(s)</b>	•
	<b>CPDC Budget Updates (AM)</b>	<b>Budget Totals:</b> <ul style="list-style-type: none"> <li>• <b>Regular CPDC Yearly Funds/Activity</b> <ul style="list-style-type: none"> <li>○ <b>Starting Balance: \$13.5k</b></li> <li>○ <b>CPD-Day 2024 Purchases: - \$1,376.92</b></li> <li>○ <b>Pending Costs: -\$3,254 (Newleaf – Time Management)</b></li> <li>○ <b>Total Remaining: \$8,870.04</b></li> </ul> </li> </ul>

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		<ul style="list-style-type: none"><li>• <b>CCCCO/Chancellor's Funds Remaining:</b><ul style="list-style-type: none"><li>○ <b>Starting Balance 2024: \$32,041.39</b></li><li>○ <b>CPD-Day 2024 Charges: -\$11,908.07</b></li><li>○ <b>Total CCCCCO Grant Remaining: \$20,133.32</b></li></ul></li></ul>
	<p><b>PD Planning for 2024-2025</b></p> <ul style="list-style-type: none"><li>• Review upcoming offerings, workshops in process.</li><li>• Identify any internal facilitators <i>or</i> external vendors for PD offerings</li></ul>	<ul style="list-style-type: none"><li>• <b>Goals for 2024 - 2025:</b><ul style="list-style-type: none"><li>○ Revisit highly requested workshops, and plan new workshops based on feedback received from CPD Day 2024 and ongoing requests.</li><li>○ 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), and SmartSheet for licensed users' series.</li><li>○ Target highly requested themes and subjects by classified and confidential employees.</li><li>○ POD will investigate a campus climate survey for more detailed PD needs.</li></ul></li><li>• <b>Topics of interest from the 2024 CPD Day Survey:</b><ul style="list-style-type: none"><li>○ Top 5 CSEA 262 areas: Personal/interpersonal communication, mental wellness, leadership development, emotional intelligence, Time/Project Management</li><li>○ Top 5 CSEA 651 areas: Leadership Development, mental wellness, physical wellness, emergency preparedness, personal/interpersonal communication</li></ul></li><li>• <b>Recent Offerings:</b> CORA courses are ongoing, ACUE Fostering a Culture of Belonging has concluded and are accepting late completions. Interpersonal communication workshops had good feedback and we are investigating bringing more. ECC's Mindful Hour events had good turnouts.</li><li>• <b>Upcoming Events:</b><ul style="list-style-type: none"><li>○ January 2025: our asynchronous training site is now live with links to various requested topics: DEI, CORA Certificates, Artificial Intelligence, Program and Time Management, widely used applications; Introduction to Microsoft Planner (in process).</li><li>○ February 2025: Event Request Form (Event Services), Hiring Student Employees Workshop, Empowering Student Employees Workshop, Interpersonal Communication Workshop (TBD)</li></ul></li></ul>

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		<ul style="list-style-type: none"><li>○ March 2025: NEW SmartSheet for free users; repeat of SmartSheet Series for Licensed Users; repeat of Microsoft Office applications by Israel Correa.</li><li>○ April 2025: Continuing SmartSheet training program. Additional trainings are being planned.</li></ul>
New Business		<ul style="list-style-type: none"><li>● <b>For Today:</b><ul style="list-style-type: none"><li>○ Membership Changes and Updates<ul style="list-style-type: none"><li>▪ The CSEA 262 President and CSEA Part-Time Rep seats on the CPDC are vacant. Finalized changes must be approved by CSEA eboard after interest is gathered. Committee members will be updated as changes occur.</li><li>▪ POD will review and update the CPDC Purpose and Functions after communicating with the president.</li><li>▪ The committee will update the Purpose and Function including membership terms. Additionally, POD will work on developing other areas where membership terms can be tracked in the coming months.</li></ul></li><li>○ Update on Newleaf in Spring 2025<ul style="list-style-type: none"><li>▪ Newleaf was board approved on January 8, 2025.</li><li>▪ Will bring two 90-minute condensed version of "Time Management" to campus, date to be determined.</li><li>▪ Cost: \$3,254 using regular funds.</li><li>▪ Contract is in process.</li></ul></li><li>○ Professional Development Climate Survey for Classified and Confidential Staff – A low percentage of participation in CPD Day 2024 post-event survey has prompted a need to gauge classified professional development needs.<ul style="list-style-type: none"><li>▪ POD in collaboration with CPDC is developing a climate survey to determine accurately the professional development needs of classified and confidential staff. POD will develop and plan the prototype survey with input from CPDC. POD and CPDC will assess professional development needs through the year as well as CPD Day programming.</li><li>▪ Method of survey delivery is to be determined. POD is investigating the possibility of in-person office visits across campus to provide information and context regarding the professional development climate survey.</li></ul></li></ul></li></ul>

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		<ul style="list-style-type: none"> <li>○ CPD Day Taskforce and 2025 Planning             <ul style="list-style-type: none"> <li>▪ Creation of new Teams channel dedicated solely to CPD Day Taskforce.</li> <li>▪ POD will develop a Taskforce/Volunteer interest form and return to CPDC to review.</li> </ul> </li> <li>● <b>Future Workshop Planning:</b> <ul style="list-style-type: none"> <li>○ <b>Leadership Workshops from GSS Facilitators and Participants (Inquiry Phase)</b></li> <li>○ <b>Project Management Series (Inquiry Phase)</b></li> <li>○ <b>Brown Act Trainings (Inquiry Phase)</b></li> </ul> </li> <li>● <b>Additional Discussion</b> <ul style="list-style-type: none"> <li>○ None.</li> </ul> </li> </ul>
Updates	<b>Confidential</b> <b>CSEA 651</b> <b>CSEA 262</b>	<ul style="list-style-type: none"> <li>● Confidential: no updates</li> <li>● CSEA 651: no updates</li> <li>● CSEA 262: no updates</li> </ul>
<b>PARKING LOT:</b>	<b>For future meeting:</b>	<ul style="list-style-type: none"> <li>● Clearly delineate the responsibilities and boundaries of CPDC and CPD Day Taskforce.</li> <li>● Develop and review form for Taskforce/Volunteers, and skills.</li> </ul>
Meeting Adjournment		Called at [12:33 p.m.]

**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 2024-2025 are**

1. Health and Wellness
2. Emerging Technology

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### 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 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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