

Classified Professional Development Committee

Tuesday, January 28, 2025 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:02 a.m.]

<input type="checkbox"/> Vacant (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Kimberly Butler (Tri-Chair: CSEA 651)	<input checked="" 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 checked="" 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"> • Review Agenda and questions (DD/KB) • Review and approve minutes (DD/KB) <ul style="list-style-type: none"> ○ January 14, 2025 	<ul style="list-style-type: none"> • Agenda Review, Questions <ul style="list-style-type: none"> ○ No changes • Minutes Review <ul style="list-style-type: none"> ○ Motion made to approve minutes, seconded. Motion passed and minutes approved.
Old Business	POD Update(s) (LH/AM) -	<ul style="list-style-type: none"> • Some employees require the completion of a form to authorize releasee time for training. POD will return this form to review at future meeting for the committee to review.
	PDC Update(s)	<ul style="list-style-type: none"> • No Updates. PDC Liaison will be assigned in the near future.
	CPDC Budget Updates (AM)	<p>Budget Totals:</p> <ul style="list-style-type: none"> • <u>Regular CPDC Yearly Funds/Activity</u> <ul style="list-style-type: none"> ○ Starting Balance: \$13.5k ○ CPD-Day 2024 Purchases: - \$1,376.92 ○ Pending Costs: -\$3,486.60 (Newleaf – Time Management) <ul style="list-style-type: none"> ▪ Updated cost from \$3,254 as of 1/29 ○ Total Remaining: \$8,737.80

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		<ul style="list-style-type: none">• CCCCO/Chancellor's Funds Remaining:<ul style="list-style-type: none">○ Starting Balance 2024: \$32,041.39○ CPD-Day 2024 Charges: -\$11,908.07○ Total CCCCCO Grant Remaining: \$20,133.32
	<p>PD Planning for 2024-2025</p> <ul style="list-style-type: none">• Review upcoming offerings, workshops in process.• Identify any internal facilitators <i>or</i> external vendors for PD offerings	<ul style="list-style-type: none">• Goals for 2024 - 2025:<ul style="list-style-type: none">○ Revisit highly requested workshops, and plan new workshops based on feedback received from CPD Day 2024 survey and ongoing requests.○ Repeat productivity applications 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.○ Target highly requested professional development themes and subjects by classified and confidential employees.○ Develop a Professional Development Climate Survey• Topics of interest from the 2024 CPD Day Survey:<ul style="list-style-type: none">○ Top 5 CSEA 262 areas: Personal/interpersonal communication, mental wellness, leadership development, emotional intelligence, Time/Project Management○ Top 5 CSEA 651 areas: Leadership Development, mental wellness, physical wellness, emergency preparedness, personal/interpersonal communication• Recent Offerings: 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.• Upcoming Events:<ul style="list-style-type: none">February 2025: Event Request Form (Event Services), Hiring Student Employees Workshop, Empowering Student Employees Workshop, Interpersonal Communication Workshop (TBD)○ March 2025: NEW SmartSheet for free users; repeat of SmartSheet Series for Licensed Users; repeat of Microsoft Office applications by Israel Correa.○ April 2025: Continuing SmartSheet training program. Additional trainings are being planned.

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New Business		<ul style="list-style-type: none">• For Today:<ul style="list-style-type: none">○ Update on CPDC Purpose and Function: CPDC members will be sent the current CPDC Purpose and Function document for review with the intent of updating the document at our next meeting.○ CPDC and CPD Day Taskforce Responsibilities: established clear boundaries and responsibilities of the CPDC and CPD Day Taskforce during the planning phase and execution of future CPD Day events.○ CPD Day Taskforce and Volunteer Form: CPDC reviewed the current CPD Day Taskforce/Volunteer Interest form, provided feedback for changes.• Future Workshop Planning:<ul style="list-style-type: none">○ Leadership Workshops from GSS Facilitators and Participants (Inquiry Phase)○ Project Management Series (Inquiry Phase)○ Brown Act Trainings (Inquiry Phase)• Additional Discussion<ul style="list-style-type: none">○ CPDC discussed the data provided by the 2024 CPD Day Post-Event Survey. Addressed possible themes of CPD Day 2025 and training opportunities.○ CPDC tabled the discussion on CPD Day 2025 theme for the next meeting.
Updates	Confidential CSEA 651 CSEA 262	<ul style="list-style-type: none">• Confidential: none• CSEA 651: none• CSEA 262: none
PARKING LOT:		<ul style="list-style-type: none">• Purpose and Function Revision• CPD Day Theme (Leadership, Types of Leadership, Leading Others, Advancement)• Budget Update, parameters for keynote, swag, other purchases• Begin search for keynote after theme is established• Final review of CPD Day Taskforce form for distribution• Updated minutes/budget format

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Meeting Adjournment	Called at [12:37 p.m.]
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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 2024 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 CCCCCO funds.

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- 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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