

Classified Professional Development Committee

Tuesday, September 24, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:09 a.m.]

<input checked="" type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" 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 type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input type="checkbox"/> Tim Leslie (Classified Senate Observer) <input checked="" 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"/> Kimberly Butler (CSEA 651 Observer) <input checked="" type="checkbox"/> Kimberly Butler (Tri-Chair, CSEA 651 Rep)	<input checked="" type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest: Bill Rawlings, Carlos Duarte

	Item	Action/Notes
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 28, 2024 ○ June 11, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions <ul style="list-style-type: none"> ○ No Questions • Minutes Review <ul style="list-style-type: none"> ○ Name correction on May 208, 2024. Approved by acclamation. ○ No updates for June 11, 2024. Approved by acclamation.
Old Business	POD Update(s) (LH/AM) - PGB Voting and Proposals – Several submitted over summer. Will have Kimberly Butler added into the list.	<ul style="list-style-type: none"> • Adobe Playlist will be submitted for PGB Review within 1 week, promoted to campus once PGB approved.
	PDC Update(s) (RA)	No Updates
	CPDC Budget Updates (AM)	New Budget Totals: <ul style="list-style-type: none"> • <u>Regular CPDC Yearly Funds/Activity</u> <ul style="list-style-type: none"> ○ Starting Balance: \$13.5k

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		<ul style="list-style-type: none"> ○ CPD-Day 2024 Purchases: - \$1,376.92 ○ Total Remaining: \$12,124.04 • <u>CCCCO/Chancellor’s Funds Remaining:</u> <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>Questions raised on if there was a possibility of the CCCCCO funding being reallocated due to budget constraints, POD noted that the CCCCCO funds are earmarked for classified professional development, and no other funds are being considered for reallocation at this time.</p>
<p>New Business</p>	<p>PD Planning for 2024-2025</p> <ul style="list-style-type: none"> • Review upcoming offerings, workshops in process. • Review Post CPD-Day Survey: Identify major themes and requests for Professional Development from Classified/Confidential employees 	<ul style="list-style-type: none"> • Recent Offerings: CPD Day Trainings, SmartSheet for Licensed User Trainings (in process), CORA and ACUE programs in progress, enrollments in asynchronous trainings, YTD Dashboard - Upcoming Events: Final workshops for SmartSheet for Licensed Users <ul style="list-style-type: none"> ○ SmartSheet AI: Your Formula Co-Pilot ○ SmartSheet Dashboards ○ Adobe Playlist - Possible Workshops: Qualtrics II (tabled), Adobe Acrobat II (tabled), Personal/Interpersonal Communication, WCAG, Navigator - Health and Wellness Workshops – No change since prior meeting. - Goals for 2024 - 2025: <ul style="list-style-type: none"> ○ Revisiting highly requested workshops, and plan new workshops based on feedback received from CPD Day 2024 (review today) ○ Repeats 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) ○ Target highly requested themes and subjects by classified and confidential employees. <p>CPD Day 2024 Post-CPD Day Survey(s)</p> <ul style="list-style-type: none"> - Overall CPD-Day Evaluation Public Report – All Groups - Overall CPD-Day Evaluation Report (CSEA 262 + Confidential) - Overall CPD-Day Evaluation Report (CSEA 651 Only)

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		<ul style="list-style-type: none">- Breakout Session Evaluation Public Report - Discussion<ul style="list-style-type: none">• CPDC noted the number of responses to the survey (166) is not a close representation of all classified and confidential employees at the college (736). Discussed the possibility of a larger campus survey to capture a more wholistic view of classified and confidential professional development needs moving forward. POD will investigate.• Reviewed top selections for future professional development based on 116 responses to professional development interest. Interpersonal communication remains high with mental wellness. Noted that technology has taken a noticeable drop from last year, possibly due to many offerings for technology through the prior fiscal year.• Several submitted comments call for mental and physical wellbeing workshops or services that Mt. SAC already offers. Discussed the possibility of changing modality or approach to promoting workshops for wider visibility.• Reviewed additional feedback – CPDC discussed the need for a faster communication method for sudden changes during CPD Day. Teams for CPDC and volunteers, or WhatsApp? Radios with CPDC Budget? Using iPads? CPDC will brainstorm ideas moving forward to build in a contingency for last-second communication or changes, or delays. - Top areas of Professional Development for 2024 – 2025 from Post CPD-Day Survey:<ul style="list-style-type: none">• Personal and Interpersonal Communication (4.30 Mean Score)• Mental Wellness (4.24 Mean Score)• Leadership Development (4.23 Mean Score)• Emotional Intelligence (4.13 Mean Score)• Time and Project Management (4.11 Mean Score)
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		- POD will share evaluation reports for each breakout session with their facilitators.
Additional Updates	Confidential CSEA 651 CSEA 262	No Updates
PARKING LOT:		
Meeting Adjournment		Called at [12:30 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**

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