

Classified Professional Development Committee

Tuesday, October 8, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:05 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 checked="" type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input checked="" type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input type="checkbox"/> Johnny Jauregui (Tri-Chair, CSEA 651 Rep)/ <input checked="" type="checkbox"/> Kimberly Butler (CSEA 651 Rep)	<input checked="" type="checkbox"/> Aaron Mezzano (Coordinator, POD)

Guest:

	Item	Action/Notes
Welcome	<ul style="list-style-type: none"> • Review Agenda and questions (RA/JL/JJ) • Review and approve minutes (RA/JL/JJ) <ul style="list-style-type: none"> ○ September 24, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions <ul style="list-style-type: none"> ○ Approved September 24, 2024 minutes • Minutes Review <ul style="list-style-type: none"> ○ No changes required
Old Business	<p>POD Update(s) (LH/AM) - PGB Voting and Proposals. Several awaiting votes, please check your PGB reminders sent out.</p>	<ul style="list-style-type: none"> • Prior and new PGB requests required updates, CPDC members advised to check their inboxes.
	<p>PDC Update(s) (RA)</p>	<ul style="list-style-type: none"> • New PD Plan Updates <ul style="list-style-type: none"> ○ Provided background on PD Plan and groups. ○ Not many changes but some noted changes. ○ Reviewed the classified portions of the new professional development plan and asked for feedback or changes. <ul style="list-style-type: none"> ▪ Movement made to approve the plan, seconded, and passed.

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		<ul style="list-style-type: none"> ▪ FPDC representative will inform PAC of the CPDC’s decision. ○
	<p>CPDC Budget Updates (AM)</p>	<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 ○ 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>New Business</p>	<p>PD Planning for 2024-2025</p> <ul style="list-style-type: none"> • Review upcoming offerings, workshops in process. • Identify key areas for Professional Development in 2024-2025 • 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 and ongoing requests. ○ 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) ○ Target highly requested themes and subjects by classified and confidential employees. ○ POD will investigate a campus climate survey for more detailed PD needs. • 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 <hr/> <ul style="list-style-type: none"> • Recent Offerings: CORA and ACUE programs are ongoing. SmartSheet series has concluded, data is being compiled and will be shared. Facilitator may provide supplemental drop-in hours on specialized topics. New Adobe Playlist and CCC DEIA 2024 Playlist is now on the POD webpage, list has been shared with Classified and Confidential employees. • Upcoming Events:

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		<ul style="list-style-type: none">○ October - Web Content Accessibility Guidelines Training (Aaron), Intro to Mail Merge (Aaron), L.A. BAR Association Domestic Violence Legal Services Project (ECC), St. Jude Health Webinar (St. Jude), Introduction to Restorative Justice (RJ Team)○ November – Interpersonal Communication Workshops (Robin Cash, Melissa Andrewin), Intro to Restorative Justice (RJ Team), St. Jude Cooking Health Webinar (2x), Temporary Employment Roadshow (HR Team),○ December – St. Jude Webinar, will be early in the month.○ Spring 2024 – NEW SmartSheet for free users; repeat of SmartSheet Series for Licensed Users. Inquiring into additional workshops.● Possible Workshops: Looking into leadership and mental wellness workshops for CSEA 262 and 651 employees (discuss)<ul style="list-style-type: none">○ Post CPD-Day Survey Review:<ul style="list-style-type: none">▪ Mental Wellness Workshops: Committee members noted that there are several campus workshops and activities revolving around Mental Wellness through the ECC and a variety of facilitators. Investigate best practices on promoting these workshops to increase awareness and attendance.▪ Physical Wellness: As with Mental Wellness workshops, we have many opportunities available but need to investigate how to increase awareness, collaborate with Wellness Center.▪ Technology: POD investigating best practices for Introduction to AI workshops, committee commented on finding additional banner trainings. Now that both SmartSheet and MS365 trainings are established, IT will be able to hold more of them and regularly through Spring 2025.▪ Leadership Trainings: cochair will tap the Great Staff Summit (formerly Great Staff Retreat) team to provide leadership trainings throughout Spring; investigate bringing Newleaf training series back to Mt. SAC for those who missed the opportunity last time. Committee suggested looking into the model of the Institute for Tomorrow Conference at CSUF in 2024 and checking their agenda for ideas. Look into Statewide Classified Senate on Leadership, as well as the Chancellor’s Website.▪ Overall: POD will investigate practices at promoting in-house events on requested topics, and seek Newleaf quotes on the above topics.
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Employee Group Updates	Confidential CSEA 651 CSEA 262	<ul style="list-style-type: none">• Confidential: no updates.• CSEA 651: No updates.• CSEA 262: PDC is out of funding, but CSEA 262 procured additional funding for conference and travel. Workgroup is being created to review applications; more information is forthcoming.
PARKING LOT:		
Meeting Adjournment		Called at 12:20 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 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. Personal and Interpersonal Communication**
- 2. Mental Wellness**
- 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)

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- [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