

Classified Professional Development Committee

Tuesday, October 22, 2024 (via Zoom)

11:30 – 1:00 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:03 a.m.]

<input 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 checked="" type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate Designee) <input checked="" type="checkbox"/> Tim Leslie (Sitting In)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input checked="" type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input type="checkbox"/> Johnny Jauregui (Tri-Chair, CSEA 651 Rep)/ <input checked="" type="checkbox"/> Kimberly Butler (Sitting In)	<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) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ October 8, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions <ul style="list-style-type: none"> ○ Minutes reviewed – no changes required. • Minutes Review <ul style="list-style-type: none"> ○ Minutes reviewed, approved by acclamation
Old Business	POD Update(s) (LH/AM) – PGB Voting and Proposals.	<ul style="list-style-type: none"> • Thanks went out to CPDC members who voted on PGB credit request. Signatures were gathered and are in process. The additional requests for Adobe should arrive within 48 hours.
	PDC Update(s) (RA)	<ul style="list-style-type: none"> • Tabled
	CPDC Budget Updates (AM)	Budget Totals: <ul style="list-style-type: none"> • Regular CPDC Yearly Funds/Activity <ul style="list-style-type: none"> ○ Starting Balance: \$13.5k ○ CPD-Day 2024 Purchases: - \$1,376.92 ○ Total Remaining: \$12,124.04

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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
New Business	<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.○ The productivity workshops that were offered in the spring will now be available more frequently, thanks to IT developing the curriculum. These workshops include Microsoft Word, Excel, Access, Forms, OneDrive, Zoom, and an introductory course on Smartsheet.○ 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:<ul style="list-style-type: none">○ Intro to Mail Merge (Aaron), L.A. BAR Association Domestic Violence Legal Services Project (ECC), St. Jude Health Webinar (St. Jude)○ CORA and ACUE programs are ongoing, as are MS Word, MS Excel, Adobe, and the DEI 2024 asynchronous playlists.• Upcoming Events:<ul style="list-style-type: none">○ October - Web Content Accessibility Guidelines Training (Aaron)○ 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), Mindful Hour: Balancing Act: Self-Care Strategies for Family Caregivers (ECC), Mindful Hour: Attitude with Gratitude (ECC)○ December – St. Jude Webinar, will be early in the month.

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		<ul style="list-style-type: none">○ Spring 2024 – NEW SmartSheet for free users; repeat of SmartSheet Series for Licensed Users, Introduction to 25 Live (Event Services Team).○ Discussion: CPDC discussed the upcoming workshops for the Veteran’s Center in collaboration with the ECC, as well as upcoming wellness activities <i>Attitude with Gratitude</i> and <i>Planting Seeds of Hope</i>.● Possible Workshops:<ul style="list-style-type: none">○ Newleaf Quotes:<ul style="list-style-type: none">▪ Leading Others (Leadership), 4 hours onsite, \$3253.75.▪ Personal and Interpersonal Effectiveness (Leadership, Communication), 4 hours onsite <u>or</u> 2x 75-minute online sessions, \$3,253.75.▪ Work-Life Balance 2.0 (Mental/Physical Wellness), 4 hours onsite <u>or</u> 2x 75-minute online sessions, \$3,253.75.▪ Team Excellence (Leadership, Communication), 4 hours onsite <u>or</u> 2x 75-minute online sessions, \$3,253.75.▪ Time Management (Mental Wellness, Leadership), 4 hours onsite <u>or</u> 2x 75-minute online sessions, \$3,253.75.▪ Discussion: CPDC required additional information on each workshop. Emails will go out to the committee with this information and committee members will decide to use these services no later than our next meeting.○ Vision 2023, H.U.M.A.N., and Artificial Intelligence – What’s on the Horizon○ Leadership Workshops from GSS Facilitators and Participants (Inquiry Phase)<ul style="list-style-type: none">▪ GSS Members and facilitators will return from the event and be asked to develop leadership workshops for classified and confidential employees.○ Project Management Series (Inquiry Phase)○ Additional Workshops – Discussion<ul style="list-style-type: none">▪ Committee members discussed bringing news of the upcoming workshops to other committee groups and employee workspaces to promote.▪ Committee members discussed the need for additional feedback on workshop subjects. Everyone in attendance agreed to use their workspaces and committee groups to gather input on what workshops employees would like to participate in on campus.
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	Confidential CSEA 651 CSEA 262	<ul style="list-style-type: none"> • Confidential: None • CSEA 651: None • CSEA 262: CSEA 262 President met and organized additional funds for conference and travel for classified employees (\$10,000). The official process for applying for and using these funds is still in process but will go out to the campus soon.
PARKING LOT:		
Meeting Adjournment		Called at [12:28 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. 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)

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- [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