Mt. San Antonio College
Management Professional Development Committee
October 18, 2017

Committee Members:

☐ David Charbonneau	☐ Sokha Song	☒ Duetta Langevin	☒ Uyen Mai
☒ Lianne Greenlee	☒ Chris Schroeder	☐ Rich Lee	

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome		
2. Regular Updates • Steering Committee	No meeting since last one.	
3. Regular Updates • PDC	Chris attended PDC. He shared about our retreat and heard about other retreats. Requests are coming in for conference and travel. PDC implemented that if three or more request to come to a conference, it is a group request. Could be a manager or lead faculty member justifies the reasoning for each individual. If managers go on a conference they should use their $2000 before they use the POD funding. FPDC has recommended the travel ban be upheld. Not sure yet if it has passed resolution.	
4. Tuition Reimbursements • New Submissions • Discussion	Reviewed and made decisions on two requests.	

5. Manager Meeting Debrief

- What we learned from October Training
- How do people share silo-busting ideas?
- Clarification of MPDC versus Steering Committee roles (agenda, facilitation?)

OVERALL Training was good. Feedback was positive about their training. Ran a little over, but no pushback. Make sure silo busters stay to 5 minutes each. Keep an eye to the training so people stay the entire length of the training. We know some people walked out but we're not sure exactly when and who. Handouts were messy.

ADDING TO SILO BUSTERS: In the manager meeting encourage people to contact MPDC members to be added. Can also add to agenda. Silo busters are issues that may have impact across divisions and departments.

ASSESSMENT: David is working with Lianne. We need to make sure we assess silo-busting as well as other management training issues.

PROCESS: Monthly meetings are more ours. Quarterly meetings seem to be more theirs. Maybe we need to share with each other before each agenda is made public.

HANDOUTS: Request for all handouts in advance to place in ONE packet. **POD/Lianne** to coordinate materials with presenters.

SIGN IN / SIGN OUT SHEET: **POD/Lianne** will have sign in at the door when they walk in for future meetings. For legally mandating training, we will have a sign in AND sign out process that also shows the time they come/leave so we can check how much training they need.

FOLLOW UP FOR SEXUAL HARRASSMENT TRAINING **Sokha** will get list of 78 people who attended. He will determine how to ensure the missing 39 managers receive their training. **Lianne** will followup with Sokha.

MEETING FACILITATION PROCESS: **Lianne** will reach out to Jennifer and Marisa to see their view on the management meeting facilitation.

ASSESSMENT: **David** is working with **Lianne**. Need to know feedback on the material. Is the format of monthly meetings working? Are silo-busters working?

6. November Training

- Silo Busters
- Trainings

Is there value to tell managers (1) they need to use group forms if 3 or more attend a conference and (2) their own money first before using POD money?

AGENDA
Note: Bring cell phones or laptops
Facilitator: TBD (per Lianne meeting with Steering)

WELCOME/ANNOUNCEMENTS
Sokha's training for those who missed it

SILO BUSTERS
Duetta - Silo buster on Smoking Policy Updates
Audrey/David – Silo buster on Assessment Multiple Measures
Lianne – Silo buster on Management Retreat RSVP and Group forms for conference and travel

TRAINING
Chris - Information Security: You are not as secure as you think

END BY 10:20 for Accessibility Training

TO DO
LIANNE will do coordination with Steering, sign in, hand out. Volunteered to facilitate pending Steering Committee

7. Retreat Planning • RSVPs • Dinner schedule? • Learning goals • Training details • Post-event survey		**Conversation** **DAVID** will ask Audrey at today's Multiple Measure meeting if they should have a silo buster. **CHRIS** will followup with Carol on who books the room, orders the food and requests presentation services support?

We can afford 90 rooms. Beyond that we need people to share rooms in order to stay under budget.

RSVP email looks good. Website looks great. Great job, Lianne!

How do we address Day 2 afternoon "Developing our Management Culture"? Eric can help us. Scroggins wants us to address wellness. How can mass emails and polite thanks you drag us down? What causes us to stay on weekends or evenings? What are our expectations? What have other people done since last year? Who has found more balance? What has worked for us? What has not worked? Last year some people said it was an individual decision, but we should validate those who feel pressure to fit into a norm or receive negative feedback. What are the expectations of our managers? A culture of balance and wellness.

What if we do an anonymous survey so people can respond and share? Perspective of management culture. Examples, if they feel comfortable. We are stripping information that will identify people. This can help us develop the wellness program.

We can explore data – how many people are on leaves? How many people have work comp claims? What's driving it? Maybe the data doesn't have anything there, and maybe we do. Look at managers and ALL employees.

We need to address WELLNESS.

What is the goal or Outcome?
- Discussion

Lianne will email RSVP.

Lianne is going to have a planning meeting on learning outcomes, training with Eric, and Chris and David will be attending to plan this.

Culture Survey BEFORE retreat
- Explore our balance, workload, strengths, weaknesses, hopes.
- Anonymous results. Revealing information will be stripped.
- What are things you do to bring work-life balance?
- What are things that take away from your sense of balance?
- What keeps you up at night and in the weekends?

Data pulling
- **Sokha**, do you have data we can use to explore wellness? See discussion on left.

Worklife Balance Exploration
- **Duetta**, to look at work life balance book called "Happiness"

OUTCOMES
- Agree to institutional practices, maybe 2-3, we are all committed to implementing in support of wellness.
- Building relationships across departments. Bridge building. With the hope that this will encourage collaboration among divisions/departments (not in the retreat, but we are networking). Take advantage of the diversity across the institution.
- Learn effective coaching skills

8. **Future Meetings**	We need to invite a student services representative. What is the process we will use?	
• MPDC, November 1, 3-5 pm, Building 6-222		
• Manager training, November 2, 8:30-10:20, 9C		