

Mt. San Antonio College
Management Professional Development Committee
October 4, 2017

Committee Members:

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

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome		
2. Regular Updates <ul style="list-style-type: none"> Steering Committee 	Did no meet 10/3/2017. No chance to ask about \$1500 for the event miscellaneous costs like icebreakers and snacks.	
3. Regular Updates <ul style="list-style-type: none"> PDC 	Meet first Thursday of the month, so next meeting will have the update. Academic Senate wanted to share information about travel ban to "hostile" states per state law. They support it. We are technically not state employees because we are district employees. Bringing more information at next meeting.	
4. Tuition Reimbursements <ul style="list-style-type: none"> New Submissions Discussion 	Approved all new transactions.	Approved all new transactions.

<p>5. Next Manager Meeting Planning</p> <ul style="list-style-type: none"> • October Training • November Training • Communication? • Surveys? Is it working? 	<p>October Training email sent by Dr. Scroggins for tomorrow's meeting.</p> <p>Ask Sokha to clarify if the training is required each year or every other year. Also, are some people who took it recently free to go? Or do you expect them to stay? Has anyone already met the requirements and have the right to leave? Must take within 6 months of coming and then every other year.</p> <p>At October, let them know Retreat is coming. BUT RSVP will happen once board approval happens. Look for it via email.</p> <p>November Training Chris and Duetta are doing the trainings.</p> <p>SURVEY After they had a few do a survey. Can do along with retreat survey information. David says survey at the end of the academic year.</p>	<p>AGREEMENT Do a survey at the end of the year. Share with the managers the schedule at the retreat. Encourage people to provide feedback to committee members.</p> <p>OUTCOME Sokha will explain why we are even doing this so managers understand the benefit of this training. What he will go through. In follow-up email, explain to managers they can do an online training.</p>
<p>6. Retreat Content</p> <ul style="list-style-type: none"> • Schedule • Goals 		<p>DECISION In upcoming planning meetings with Eric Kaufman, David and Chris volunteer to join in discussions to outline the retreat content. Lianne and Yen will also be in attendance. Sokha may also attend as well.</p>
<p>7. Retreat Logistics</p> <ul style="list-style-type: none"> • Overall budget, sharing rooms • Surveys – How do we know it's working? 	<p>POST RETREAT SURVEY Get feedback on distance, traffic, quality.</p> <p>Questions for Duetta RE: dinner diet options, whether time can be moved a little later, and clarify travel to the dinner location. Do we have special travel arrangements? Verify shuttles for those who do not wish to walk.</p>	<p>DAVID will start thinking about surveys about retreat success and management training success. David will touch bases with Research Office and Lianne for advice.</p>
<p>8. Retreat Communication</p> <ul style="list-style-type: none"> • What do managers need to know and when? RSVP 	<p>October meeting, we share background. After Board approval, we send out RSVP details. When do they need to RSVP by? Determine reminders for RSVP later.</p>	<p>CHRIS is updating the RSVP from with feedback from the group RE: Room sharing and Accommodations.</p>

<p>9. Future Meetings</p> <ul style="list-style-type: none">• Manager Meeting Thurs, Oct. 5, 8-10:30 – 9C• MPDC Meeting Weds, Oct. 18, 3-5 – 6-222 (Sokha conference)• MPDC Meeting Weds, Nov. 1, 3-5 – 6-222 (Chris Chairing)		
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