

Mt. San Antonio College
Management Professional Development Committee
Retreat Agenda
August 22, 2017

Committee Members:

☐ David Charbonneau
☒ Lianne Greenlee

☒ Cynthia Hoover
☒ Chris Schroeder

☒ Duetta Langevin
☒ Rich Lee

☒ Uyen Mai

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	REVIEW June Retreat Notes, where we are ORGANIZING Should we use Microsoft Teams? Uses Sharepoint. We can all access notes, agendas, minutes, etc. It is a facilitation and workflow. Not a share drive so much, but a central communication hub.	DECISION Trying Sharepoint together. Chris is helping us set up. DECISION ON TUITION REIMBURSEMENT Clone and start over Smartsheet. Lianne. ALL (David, Lianne, Cynthia, Chris, Duetta, Rich, Yen) must check in on Smartsheet to update.
2. Goals based on feedback from retreats etc. - leadership - wellness - silo busting - eq	TUITION REIMBURSEMENT Should we review together at monthly meetings? Review materials separately, discuss and then make recommendation. OR only bring forward things with questions. Archive annually, roll over new ones Add Yen to admin	TUITION FORM Checked through form for the year to make sure they can't apply for past years.
3. Retreat Planning - location? - goals? - budget? - schedule? - Eric's new plan	January 4-5, Thursday to Friday BUDGET – Rich Lee <ul style="list-style-type: none"> Managers can each carry over Conference/Training money by transferring to POD (\$2K), but may not carry that money to their own travel fee each other Do a budget transfer to the special budget for POD management training May do an analysis, fill out transfer request to them Try to work toward making it automatic though 	HOTEL Agreed in Long Beach Agreed we like the Mystery Dinner for teambuilding or similar Agreed to spend less on food than last year Agreed to try for individual rooms if possible NEXT STEP – What? By Who? By When? Get Budget from Scroggins <ul style="list-style-type: none"> By Who? Hold until set location By When? Site Visits at Long Beach (Phone then Physical)

	<p>President preferred each manager make a transfer</p> <ul style="list-style-type: none"> • Ongoing \$30K budget for management retreat • Last year \$58K from hotel, \$9K for Sagatica training, \$1K POD for books, \$1K materials, about \$70K for retreat alone • Can people use their own personal travel to go the night before. <p>LOCATIONS</p> <ul style="list-style-type: none"> • Dana Point DoubleTree (later start for locations farther away) • Crown Plaza Long Beach (good location, shopping, etc. Not sure about food) • Hotel Maya, Long Beach (\$159 a night) • Long Beach Renaissance • Queen Mary (conference and/or just dinner) • Mission Inn Riverside (tough for large group) <p>EVENING DINNER/EVENT</p> <ul style="list-style-type: none"> • Escape rooms for teambuilding • Mystery dinner for team work AND food \$70 per person (last year it was \$75 a person) • We love mystery dinner <p>HOTEL</p> <ul style="list-style-type: none"> • Look at cost of food (Last year \$273 per person over event, about \$40 for lunch per person) <p>SCHEDULE</p> <p>--Day One (Leadership Focus)</p> <p>9:00: Intro (review of previous retreat. Intro this retreat in relation to previous retreat and professional learning activities that have already occurred this year)</p> <p>9:30-12:00: Professional Learning Activity</p> <p>12:00-1:00: Lunch</p> <p>1:00-5:00: Continuation of Professional Learning Activity</p> <p>5:00-6:00: Downtime/Social Time</p> <p>6:00-9:30: Dinner (awards? informal continuation of training?)</p> <p>--Day Two (Community Focus)</p> <p>- 8:00</p> <p>* Wellness Practices (email, sleep)</p> <p>*Team Building</p>	<ul style="list-style-type: none"> • By Who? Rich, Lianne and Yen • By When? Next Week. Meeting Sept 1, 1 pm and 2pm • Quantity? Where are price breaks? • Lianne Hotel Maya • Yen look for Long Beach alternative <p>Dinner Teambuilding</p> <ul style="list-style-type: none"> • By Who? Duetta • By When? Next week • Includes Hornblower dinner/cruise and Mystery Dinner
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	<p>*Follow-up from Day One</p> <p>*Lunch</p> <p>*Discussion--Topics of Need</p> <p>*Assessment, feedback, next steps</p>	
<p>4. 2-Year Mgmt Training Plan:</p> <p>--2 years</p> <p>--operational + leadership</p> <p>--new manager</p> <p>--retreat</p>		<p>Hold Off on 2-Year plan until cleared to go to monthly by Scroggins</p>
<p>5. September Management Meeting</p>	<p>Title IX training is not ready for September.</p> <p>Emergency Prep?</p> <p>Information Security Can be dropped wherever needed</p> <p>Office 365 calendar and email roll out</p> <p>Reclassification and Classification training for managers</p>	<p>September Training</p> <ul style="list-style-type: none"> • Chris will lead Info Sec Training. May sidebar with Cynthia for tips from her previous management training experience • Note about September Tuition Reimbursement • Note about College 529 plan • Save the date Retreat <p>Rich updating the Prof Development form and making a 529 form</p>
<p>6. Future Meetings</p>	<p>First and Third Wednesdays from 3-5</p>	<p>Meet Wednesday, August 30, from 3-5</p> <p>Meet Sept 13, Sept 20 (board items in)</p> <p>October moving to 1st and Third Wednesdays</p> <p>October 4 and October 18</p>