

Mt. San Antonio College
Management Professional Development Committee
Retreat Agenda
August 30, 2017

Committee Members:

☒ David Charbonneau
☒ Lianne Greenlee

☒ Duetta Langevin ☒ Uyen Mai
☒ Rich Lee

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
1. Welcome	Chris will do the Information Security Training, but not in the September meeting, but October meeting instead. Accessibility 5 minute Update Need to make clear: (1) ADA compliance (2) Image Description versus Alt Tag. (3) Terminology in training needs clarity (4) Clear and Emphasized in Training (4) Can we mention this in Management Meeting, but NOT train?	All agree we do not need to have a quorum. MONTHLY MEETINGS: Suggest to Steering a regular item in Monthly Meetings the Operational Updates, like Fiscal deadlines or PIE forms or Accessibility Efforts. Ask them for a regular time at each meeting to provide Operational Updates. Each person giving an Operational Update can have up to 5 minutes. (David and Yen)
2. September Meeting	Operational Updates would be helpful to managers. (1) Suggest to Steering a regular item in Monthly Meetings the Operational Updates, like Fiscal deadlines or PIE forms or Accessibility Efforts	DECISION: NO training for September Meeting (Operational Update on the new MPDC Forms for Tuition Reimbursements and 529 Plan). Rough layout for monthly trainings for the year. For October meeting: <ul style="list-style-type: none"> TRAINING on Information Security Training by Chris. 5-minute Operational Updates on Accessibility by Eric Turner and Melonée Cruse on Emergency Preparedness NEXT STEP: <ul style="list-style-type: none"> Get Steering Committee onboard with this organization. Ask them for a regular time at each meeting to provide Operational Updates. Each person giving an Operational Update can have up to 5 minutes. (David) Notify those giving Operational Updates
3. Retreat Planning Location	Lianne, Rich and Yen will tour three possible venues in Long Beach on Friday, September 1: (1) Hotel Maya at 1 p.m. (2) Westin Long Beach at 2 p.m. (3) Hilton Long Beach at 3 p.m.	Comparison Chart of hotels (Lianne) After tour, report back to group via email on who is tops and why (Lianne, Rich and Yen.)

4. Retreat Dinner Activity Update	<p>Looking for entertainment/team building</p> <p>Hornblower Dinner cruise is \$100 pp, no tax or tip. 3 hours. 3 course meal, no apps. Entertainment is additional.</p> <p>Mystery Dinner is \$80 pp, no tax or tip. Need a menu and if tax/tip included. They have a dinner cruise option with 90-120 minute harbor cruise. Pricing begins at \$65 pp. Minimum of 40 attendance. Maximum of \$105.</p>	<p>Duetta will look into the mystery dinner option with cruise cost. Look into distance from long beach hotels.</p>
5. Other Items	<p>FORMS Rich Lee finished fixing the two forms and emailed them to the group.</p> <p>PIE TRAINING – OPERATIONAL Discussion: Can the training address how do managers know how prioritization decisions are made. Make it work for new managers, going from step 1 describing what it is.</p> <p>APPROVING REIMBURSEMENTS Will check for the following criteria for approval: Is there evidence that...</p> <p>(1) Request is for tuition reimbursement, licensures and/or certifications</p> <p>(2) The course, licensure and/or certification was completed successfully with C or better</p> <p>(3) The course, licensure and/or certification was paid for</p> <p>(4) Program is accredited (checked by Maria as it is uploaded)</p> <p>(5) Check the class was completed within the fiscal year. Must be submitted by June 30 of the same fiscal year the expense was incurred. Evidence of successful completion must be submitted by July 15.</p>	<p>TO DO</p> <ul style="list-style-type: none"> • Upload Forms to Sharepoint (Yen) • Share Forms at September Meeting (Rich) • Management Training Overview Newsletter Update (Lianne) • Approve Latest Reimbursements (Duetta, Lianne, Rich, David, Chris, Yen, Cynthia.)
6. Future Meetings	<p>September 13, 3-5 AGENDA:</p> <ul style="list-style-type: none"> • Retreat Location • Retreat Activity • Retreat Agenda 	<p>MEETING WITH STEERING COMMITTEE</p> <ul style="list-style-type: none"> • Adding Operational Updates Regularly • September Training Operational Update on Forms • October Training with Chris and Operational Updates • Sagatica Proposal