

**Mt. San Antonio College**  
**Management Professional Development Committee**  
**Retreat Agenda**  
**September 13, 2017**

**Committee Members:**

☐ David Charbonneau      ☐ Cynthia Hoover      ☒ Duetta Langevin      ☒ Uyen Mai  
☒ Lianne Greenlee (phone)      ☒ Chris Schroeder      ☒ Rich Lee

ITEM	DISCUSSION/COMMENTS	ACTION/OUTCOME
<b>1. Welcome</b>	Reach out to Abe and ask if there should be another HR rep for MPDC  Remind everyone to finish. Only two people followed up with Rich about the 529 forms Forms need to go up on POD? They are done by Lianne.	Yen to reach out to HR
<b>2. Reimbursement Reminders</b>		
<b>3. October Meeting</b> - Training? - 15 Minute Announcement - Other	<p><u>Manager Operational Training</u></p> <p>Sokha and Ryan will be ready to present on October 5th. The focus will be on Mt. SAC policies related to the topic of sexual harassment, with applications using scenarios, table discussions, and time for Q/A.</p> <p>Sokha also shared several other trainings that need to take place during this year. I have incorporated these topics as well as the ones suggested during our meeting with Jennifer and Marissa to suggest and updated to our plan for Monthly Mangers Meetings:</p> <ul style="list-style-type: none"> <li>September 7th (Quarterly) - complete</li> <li>October 5th - Sexual Harassment Prevention for Managers</li> <li>November 2 - Information Security by Chris Schroeder (1 hour) &amp; Workplace Safety/Leaves by Duetta Langevin &amp; Sokha Song (1 Hour)</li> <li>December 7 - (Quarterly) Contract updates - Abe Ali will request via Bill &amp; Steering Team to be on agenda. Possibly Intro to Mindfulness for</li> </ul>	<p><b>OCTOBER MEETING</b></p> <p>We want to recommend to Steering:</p> <ul style="list-style-type: none"> <li>We have 2.5 hour meetings:</li> <li>Agenda:             <ul style="list-style-type: none"> <li>Announcements</li> <li>Trainings (Interactive whenever possible)                 <ul style="list-style-type: none"> <li>Eric RE: Accessibility</li> <li>Melonee RE: Emergency Prep Week</li> </ul> </li> <li>Q&amp;A</li> </ul> </li> <li>Ask Steering Committee to provide the same refreshments they usually provide.</li> </ul> <p><b>FUTURE TRAININGS</b></p> <ul style="list-style-type: none"> <li>September 7th (Quarterly) - complete</li> <li>October 5th - Sexual Harassment Prevention for Managers</li> <li>November 2 - Workplace Safety/Leaves by Duetta Langevin &amp; Sokha Song (1 Hour); Information Security by Chris Schroeder (45 minutes)</li> <li>December 7 - (Quarterly) Contract updates - Abe Ali will request via Bill &amp; Steering Team to be on agenda. MPDC</li> </ul>

	<p>Wellness by Yolanda Haro if time permits</p> <ul style="list-style-type: none"> <li>January 4-5 Retreat - Coaching by Sagatica</li> <li>February 1 - CSEA Employee Evaluation Process (mandated in new contract) by Sokha Song</li> <li>March 1 (Quarterly)</li> <li>April 5th - Sagatica Retreat Follow-up on Coaching</li> <li>May 3 - Meet and Confer</li> <li>June 7 - (Quarterly)</li> </ul> <p>Also, just an FYI, I contacted Carol Nelson today and confirmed each month in 9C she has asked for a microphone, lectern, screen, and projector to be available for presenters.</p> <p>Sexual Harassment Training is 2 hours. Eric 10 minute preview in October RE: Accessibility.</p> <p>November training is Chris. He can wrap up in 45 minutes.</p> <p>How do we address questions with these trainings? We need to start the meeting at 8 a.m., so there is time for announcements and trainings start at 8:30. Leave time for questions</p> <p>Sexual Harassment is biannual</p> <p>Workplace violence is required training. Should be done when newly hired.</p> <p>QUESTION from PDC <i>How do we ensure that managers who miss the meeting get the training?</i> Anyone who misses sexual harassment training will have it show on their record. Non current folks will get an email and have to do an online training. Duetta will reach out to Sokha about online training options. Sokha will try to do the training for new managers during on boarding as well. Employee Evaluation trainings will be offered quarterly. Other make up trainings can be offered through POD, Powerpoints with Notes can also be provided.</p>	<p>agrees Contract Updates belong with VP updates at Quarterly meetings. Possibly Intro to Mindfulness for Wellness by Yolanda Haro if time permits, recommended by Steering.</p> <ul style="list-style-type: none"> <li>January 4-5 Retreat - Coaching by Sagatica</li> <li>February 1 - CSEA Employee Evaluation Process (mandated in new contract) by Sokha Song</li> <li>March 1 (Quarterly)</li> <li>April 5 - Sagatica Retreat Follow-up on Coaching</li> <li>May 3 - Meet and Confer</li> <li>June 7 - (Quarterly)</li> </ul> <p><b>TO DO</b></p> <ul style="list-style-type: none"> <li>Take back ideas to Jennifer and Marisa (YEN)</li> <li>Ask Eric and Melonee to do the 5 minute announcement (YEN)</li> <li>Sagatica followup on Friday (YEN, LIANNE)</li> <li>What are other mandatory trainings for managers? (DUETTA)</li> </ul>

<p><b>3. Retreat Planning</b></p> <p><b>Location</b></p>	<p>Rich shared about the three hotel choices. The three who toured recommended Hotel Maya because (1) it had the best feel of a retreat. Other hotels felt like we could be anywhere (2) wifi was included (3) rooms comfortable (4) Meeting room was nice and big and usable.</p> <p>The most updated Maya estimate is enclosed. We will want to get a Board item in by 9/21 so if MPDC likes what we have found, then lets move forward on it. With the planned dinner cruise and this estimate, it is likely that we will be at \$52,000 for the venue and food. We also need to consider a materials budget. Perhaps some of this could be funded through Management Steering as it was last year? We are still \$2000 over budget if Sagatica comes in at \$40,000. Will keep you posted on that.</p> <p><b>COSTS (for 100)</b></p> <p>Hotel at \$44K, Another \$400 for Sagatica room, Sagatica \$38K</p> <p>Dinner is \$8,850</p> <p>Supplies \$1000</p> <p>That is about \$2K over \$90K budget.</p> <p>Ask people to use conference and travel for parking / transportation costs to save \$2200 alone in parking.</p> <p>If we overbook and more than 100 attend, then we need to ask Scroggins for calls.</p> <p>Idea from Chris. People who reserve AFTER a certain date can be asked to pay through travel and conference. How do we get people to commit AHEAD of time?</p> <p>Need RSVP from Managers by Nov. 15. To get them to RSVP, we need to share details of the event. Those who don't RSVP get personal calls. Team is willing to help call those who don't RSVP.</p> <p><b>TIMELINE</b></p> <p>October Board</p> <p>Immediate Promotions</p> <p>November RSVPs</p> <p>December Confirmations</p> <p>In December, if we need to, ask for Transfers to the</p>	<p><b>DECISIONS:</b></p> <p><b>TIMELINE</b></p> <p>October Board</p> <p>Immediate Promotions</p> <p>November RSVPs</p> <p>December Confirmations</p> <p>TEAM unanimously decide on Hotel Maya</p>
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	Retreat Planning Activities Fund from manager Conference and Travel budget.	
	<p>We need an estimate or contract to move this to board. Estimate for 100 is \$8,850.</p> <p>Details</p> <ul style="list-style-type: none"> <li>- Harbor cruise is 3 hours total</li> <li>- Mystery dinner</li> <li>- Dinner detective name tags</li> <li>- Custom performance and script</li> <li>- Roles for members of your party to play</li> <li>- Banquet style seating for interactive play</li> <li>- Interactive</li> <li>- Prizes for Sleuth, mystery solving</li> <li>- Appetizers, bread, green salad, and meal (veggie, pasta, chicken or beef), dessert</li> </ul> <p><b>QUESTIONS:</b></p> <p>What are included beverages? When will we need to know when the meal is chosen. What is the cost for the no host bar? Insurance to cover alcohol. What is the bad weather plan? Are there charges for parking if we must park there? Are there any other fees or charges? Is gratuity and tax included? Are we guaranteeing 100 attend? What if only 80 come? (minimum of 40 attend, maximum of 150) What if there is rain? Can we use the private dock?</p>	<p><b>Duetta</b> to get estimate and answers to questions by Tuesday, Sept. 19. <b>Duetta</b> will check with Daniel Hertzberg at Hotel Maya for use of dock.</p>
<p><b>4. Retreat Dinner Activity Update</b></p>		
<p><b>4. Retreat Content</b></p>	<p>Lianne spoke with Paulo from Sagatica. They are working on finalizing a contract for us to take to Board and will have it to us by next Tuesday. I told them \$38,000 was our budget with request to focus on coaching within a culture of work-life balance and wellness.</p> <p>6 hours day one of retreat, 4 hours day 2 or retreat, 2 hours on April 5th. Our call with them on 9/15 will be to finalize details.</p> <p>If we can also get the contract for the boat in time for</p>	<p><b>TO DO</b></p> <p>Agenda for Retreat needs to be completed for Sagatica. Team will finalize at next week's meeting.</p> <ul style="list-style-type: none"> <li>- Theme?</li> <li>- Who is doing what?</li> <li>- Any give away, like a book?</li> <li>- Training goals and outcomes. How do we measure it?</li> <li>- When do we do the needs assessment? Last year we did one that drove this year's.</li> <li>- When/how do we do the retreat evaluation? Can be done with needs assessment at the same time. Looks</li> </ul>

	<p>October Board, that will be ideal.</p> <p>Lianne questions: When do we plan to send out the information regarding the venue? Right after board in October. I want to wait until the approval is finalized. The save the dates went out today via Management Steering. Should we plan to send on November 1st? This will give our team time to develop outcomes for retreat, finalize agenda, determine theme (if any), decide what venue info to be sent, design RSVP via Smartsheet form, etc. I know you will be going out for surgery so I am anxious to begin detail planning. Thanks for including this in the agenda discussion.</p>	<p>like we want to do another needs assessment towards end of the year after the first year of trainings.</p> <p>RSVP Call for Retreat – end of October</p> <ul style="list-style-type: none"> <li>- Put the information Online</li> <li>- Details on hotels, dinner, etc.</li> </ul>
<b>5. Other Items</b>		
<b>6. Future Meetings</b>	<p>Next Wednesday, Sept. 20, 3-5 pm is the next meeting. Meeting location is TBD</p>	