

**Mt. San Antonio College  
Management Professional Development Committee  
September 20, 2017**

| <b>Committee Members:</b><br><input checked="" type="checkbox"/> David Charbonneau <input checked="" type="checkbox"/> Sokha Song<br><input checked="" type="checkbox"/> Lianne Greenlee <input checked="" type="checkbox"/> Chris Schroeder<br><input checked="" type="checkbox"/> Duetta Langevin <input checked="" type="checkbox"/> Uyen Mai<br><input checked="" type="checkbox"/> Rich Lee |   |   |
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| ITEM   | DISCUSSION/COMMENTS   | ACTION/OUTCOME  |
| <b>1. Welcome</b><br><br>Welcome Sokha Song our new Human Resources representative!  |   |   |
| <b>2. Regular Updates</b> <ul style="list-style-type: none"> <li>Steering Committee</li> <li>PDC</li> <li>Reimbursements Discussion</li> </ul>   | <p><b>STEERING:</b> Keep training to 8:30 to 10:30 for monthly meetings to respect management limitations.</p> <p><b>MANAGEMENT:</b> Duetta volunteered to speak to Management group if necessary on October meeting because Lianne, Rich are out and Yen may be out.</p> <p><b>PDC:</b> nothing new to report.</p> <p><b>REIMBURSEMENT:</b> The original forms did not require deadlines for tuition reimbursement. We had concern that deadline was not shared with applicant #4, who submitted her form past the deadline, but the deadline may not have been communicated clearly enough. Applicant #4 will be approved. All forms were updated for the future.</p> <p><b>REIMBURSEMENT:</b> Duetta and Rich would like to review and vote on these tuition</p> | <p><b>STEERING:</b> We will start the October meeting at 8:30 and encourage people to stay past 10:30 for important Silo-busting announcements.</p> <p><b>REIMBURSEMENTS:</b> We unanimously agree that tuition reimbursements will be counted in the fiscal year that the class completed.</p> <p>Tuition reimbursements are due <u>by July 15 after the fiscal year in which the course was completed.</u></p> <p>Forms were updated.</p> <p>TO DO: <u>Lianne</u> will share updated forms online</p> |

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|  | <p>reimbursements at the meetings. Lianne asks that we avoid spending too much time on this at each meeting because the agenda is full. Sokha recommends we review beforehand. Decision is at monthly meetings MPDC will discuss tuition reimbursements and if we have a quorum, we can move forward.</p>  |   |
| <p><b>3. Process Check</b></p> <ul style="list-style-type: none"> <li>• Quorum for voting versus decisions</li> <li>• Team site access for Maria and Sokha</li> </ul>                                      | <p>Sokha of course has access as team member. Maria will need access for administrative support. There are no known consequences for expanding access to these files.</p>  | <p>DECISION: We have updated the Tuition Reimbursement Guidelines. Decisions will be made at our committee meetings.</p> <p>DECISION: Give Maria and Sokha access to Team site. (<u>Chris</u>).</p>   |
| <p><b>4. Next Manager Meeting Planning</b></p> <ul style="list-style-type: none"> <li>• October training</li> <li>• 5 Minute Announcements</li> <li>• Future training</li> <li>• Communication?</li> </ul> | <p><b>October training</b> on sexual harassment is 2 hours, 15 minutes in announcements (Accessibility, Emergency Prep Month, Updated Reimbursement Forms)</p> <p>Should we send out notice to management about a longer meeting? We need to respect the time. Encourage people to come early to hear important announcements. Do the training first and encourage people to stay for the announcements? Or have people come early for announcements? Decision made to put announcements at the end for this meeting only.</p> <p>To encourage silo busting:</p> <ul style="list-style-type: none"> <li>- Have a Powerpoint of information for managers</li> <li>- Have people with announcements place the flyers at the middle of the table</li> </ul> | <p>DECISION:</p> <p>For this meeting, we will start with the two hour training at 8:30.</p> <p>At the October meeting:</p> <ul style="list-style-type: none"> <li>- Encourage people to stay for announcements</li> <li>- Explain future meetings we will try to have this in the beginning of the meeting</li> <li>- Allow others to jump in</li> <li>- Explain these announcements are for silo busting. It is relevant to the majority of managers and impact them in some important way.</li> <li>- If they want to be included, let MPDC know by the last Wednesday of each month.</li> </ul> <p>TO DO</p> |

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|   | <p>Call the announcements Silo Busters to help people understand the reason these were added.</p> <p><b>November Announcement</b></p> <ul style="list-style-type: none"> <li>- Management \$10 monthly contribution form.</li> <li>- Should include in on-boarding</li> </ul>                      | <p><b>Duetta</b> volunteered to make the PowerPoint for managers meeting with information: Accessibility and Emergency Prep Month</p>  |
| <p><b>5. Retreat Planning Location</b></p> <ul style="list-style-type: none"> <li>• Contract</li> <li>• Board Approval</li> <li>• Food</li> </ul> | <p>Hotel Maya is the hotel chosen by the committee. If we sign the contract we are guaranteeing 80 rooms. This estimate is for people who have their own rooms and a food package that hits the \$13,000 minimum, microphone/screen, and parking. Board item includes a 10% incidental buffer.</p> | <p>Board item edited together and approved.</p>  |
| <p><b>6. Retreat Dinner Activity</b></p> <ul style="list-style-type: none"> <li>• Location?</li> <li>• Fees?</li> <li>• Docking?</li> </ul>       | <p>Dinner detective team building event going to Board.</p> <p>This event is in walking distance of Hotel Maya. It is "across the street" of the hotel. No docking at Hotel maya</p>   | <p>Board item edited together and approved.</p>  |
| <p><b>7. Retreat Content</b></p> <ul style="list-style-type: none"> <li>• Schedule</li> </ul>   | <p>Sagatica item is going to board. Edited the board item together. Added information about the event is a continuation of past training.</p> <p>We need about \$1500 from management steering to buy snacks and drinks to save money.</p> <p>January 4-5, Thursday to Friday</p>                  | <p>Board item edited together and approved</p> <p>TO DO</p> <p>ASK Steering for money to support Retreat with snacks and drinks. (<b>David</b>)</p> <p>Retreat rough schedule determined to the left. Full schedule and learning outcomes to be discussed in</p> |

| SCHEDULE  | future meetings ( <u>Yen</u> ).<br>Upload board items and retreat files ( <u>Lianne</u> ). |
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| <p><b>--Day One (Leadership Focus)</b></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 and hotel check-in</p> <p>1:00-4:30: Continuation of Professional Learning Activity</p> <p>4:30-5:30: Downtime/Social Time</p> <p>5:30-8:30: Travel and Dinner (dinner detective)</p> <p><b>--Day Two (Community Focus)</b></p> <p>- 7:00-7:30 Wellness Harbor Walk</p> <p>- 7:00-8am Breakfast Buffet</p> <p>- 8:00-12pm Training – Coaching for Results</p> <p>- 12-1 Lunch</p> <p>- 1-4 MPDC Facilitated discussion change of culture. Discussion to also include topics of Need. Assessment, feedback, next steps</p> |  |

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| <p><b>8. Retreat Communication</b></p> <ul style="list-style-type: none"> <li>What do managers need to know and when? RSVP</li> </ul>                                | <p><b>Send out Communication October 12.</b></p> <ul style="list-style-type: none"> <li>Draft ready by <b>Oct. 4</b> for review</li> <li>Agenda</li> <li>Info on Accommodations</li> <li>Carpool (risk issue, so it needs to be done on their own)</li> <li>Online form for RSVPs and due date</li> <li>Stay later or come early</li> <li>Claim mileage</li> <li>Managers can use conference and travel to come the night before. Can take 2 hours from Rancho Cucamonga</li> </ul> | <p><u><b>Lianne</b></u> will draft what we had last year for retreat and upload to the team site.</p> <p><u><b>Chris</b></u> will have access to online smart sheet and be backup when Lianne is out Oct. 4.</p> |
| <p><b>9. Future Meetings</b></p> <ul style="list-style-type: none"> <li>Wed, Oct. 4, 3-5pm, Library 6-222</li> <li>Manager Meeting Thurs, Oct. 5, 8-10:30</li> </ul> | <p>Yen will be out from Oct. 19 for a few weeks. An interim chair is requested to run meetings in the interim. Chris volunteered.</p>   |  |