





Retreat Topics

2019 Survey Feedback	MPDC 2020 Retreat Plan
 Request for future topics Team Effectiveness Conflict Resolution Employee Effectiveness Less topics, more depth with practical application	 Each day of the Retreat will take a deep dive into one focus area: Thursday 1/9: Team Dynamics Friday 1/10: Art of Execution (Includes managing through conflict & effective feedback)



Retreat Organization

2019 Survey Feedback	MPDC 2020 Retreat Plan
The days are "jam packed" with little time to enjoy the beautiful location	 Retreat will begin at 10 am on 1/9 and conclude at 3 pm on 1/10 The agenda will include
Value in networking & building relationships among colleagues. The dine around created opportunities to connect.	 resort-based activities A "Dine around" dinner will take place on Thursday evening on the hotel property



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Newleaf Training and Development gratefully submit a proposal/scope of work to facilitate the 2020 Peak Leadership Retreat for Mt. SAC planned for January 9-10, 2020 in Palm Springs.

As discussed with members of the MPDC the following outline agenda is proposed:

THURSDAY

Time	Area of focus	
9-10am	Welcome — registration and breakfast (available in meeting room)	
10-10:30am	Opening comments from Dr. Scroggins	
10:30-12noon	DiSC® — Team Dynamics Part 1 facilitated by Stephanie Beals	
12-1pm	Lunch	
1-2:45pm	DiSC® — Team Dynamics Part 2 facilitated by Stephanie Beals	
2:45-3pm	Recommended resort-based activities by the MPDC member(s)	
3:30-5pm	Resort-based activities	
6pm	Dinner (with suggested table topics provided by Newleaf T&D)	

FRIDAY

Time	Area of focus
7:45-8:30am	Breakfast (available in meeting room)
8:30-10am	Art of Execution Part 1 (effective meetings) facilitated by Paul Butler
10-10:15am	Refreshment break
10:15-12noon	Art of Execution Part 2 (effective project management) facilitated by Paul Butler
12-1pm	Lunch







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FRIDAY continued/

Time	Area of focus	
1-1:45pm	Art of Execution Part 3 (managing through conflict) facilitated by Paul Butler	
1:45-2:45pm	Art of Execution Part 4 (effective feedback methods) facilitated by Paul Butler	
2:45-3pm	Closing comments by Dr. Scroggins	

COSTS

Thursday full-day facilitation fee (Stephanie Beals)	\$3,990
Thursday full-day observation/assistance fee (Paul Butler)	\$1,995
DiSC® — Team Dynamics (assume 120 assessments @ \$100 each)	\$12,000
Friday full-day facilitation fee (Paul Butler)	\$3,990
Customization fees for exercises and participant materials (8 hours @ \$171 /hr.)	\$1,368
Participant workbooks (no charge as an e-file will be sent to Mt. SAC to print and collate)	No charge
Business mileage (assuming 330miles return x 2 people @ 58 cents /mile)	\$383
TOTAL	\$23,726









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Monthly Management Training Topics

MONTH	TRAINING	OPERATIONAL UPDATE (Silo Buster)	
September 2017	Quarterly Meeting	Meet and Confer Item on Reimbursements (Rich Lee)	
October 2017	Title IX – Sexual Harassment Prevention	Accessibility (Eric Turner)	
	(Abe Ali and Sokha Song)	Emergency Preparathon (Melonee Cruse)	
November 2017	Keeping Information Secure (Chris Schroeder)	Responding to Power Outages (Duetta Langevin)	
December 2017	Quarterly Meeting – Coordinated by President and Management Steering		
January 2018	PEAK LEADERSHIP RETREAT – Leading Cou	rageously and Coaching for Results	
February 2018	Collective Bargaining Agreements	Office 365 Launch (Monica Cantu-Chan)	
	(Jennifer Galbraith)	PDF and Email Accessibility (Eric Turner)	
	Reporting to OSHA (Duetta Langevin)		
March 2018	Quarterly Meeting – Coordinated by	Multiple Measures (Audrey Yamagata-Noji)	
	President and Management Steering	Guided Pathways – (Irene Malmgren)	
April 2018	EFMP Transforming Campus (Mike Klein)	Wellness Opportunities (K.C. Kranz)	
	Norms on Emails, Afterhours (Jennifer Galbraith)	Supporting Employees in Wellness (Sokha Song)	
May 2018	PIE Strategic Planning (annual)	Conference and Travel Transfers (Rich Lee) Tuition Reimbursement Reminder (Lianne Greenlee)	
June 2018	Quarterly Meeting — Coordinated by President and Management Steering		
July 2018	(no meeting – retreat planning)	(no meeting)	
August 2018	Measure GO Bond (Jill Dolan) Health Benefits and SISC Discussion (Steering and HR)	EOC Emergency Preparedness Training (Melonee Cruse)	
September 2018	Quarterly Meeting – Coordinated by President and Management Steering		
October 2018	Employee Leaves (FMLA, PN) and	Emergency Prep Month (Melonee Cruse)	
	Workers Compensation (Duetta	Banner 9 Update (Monica Cantu-Chan)	
	Langevin and Sokha Song)	Bond Participation (Jill Dolan)	
		Cash for College (Chau Dao)	
November 2018	Classification/Reclassification Process	Wellness Fair (KC Kranz)	
	(Sokha and Alexis) – 1.5 hours	Food Pantry (Koji Uesugi)	
		Retreat Sign Ups (Lianne Greenlee)	
December 2018	Quarterly Meeting – Coordinated by	Great Staff Retreat (Classified Senate)	
	President and Management Steering	Management Retreat (Yen Mai)	
		High Fives (Lianne Greenlee)	
January 2019	PEAK LEADERSHIP RETREAT – Leadership Development from the Inside-Out		
February 2019	New Finance System (Marisa Ziegenhohn	Retreat Follow-up (Yen Mai)	
	and Doug Jenson)	High Fives (Lianne Greenlee)	
	New Payroll System (Rich Lee)	One Book, One Campus (FPDC)	
	Short-Term Hiring Issues and Concerns	IRB Primer (Barbara McNeice-Stallard)	
	(Alexis Carter)	Emergency Operations Plan (Duetta Langevin)	

March 2019	Quarterly Meeting – Coordinated by	High Fives (Lianne Greenlee)	
	President and Management Steering	IT Update on California Consumer Privacy Act (Eric	
		Turner)	
April 2019 Equity Minded Training (special 3 hour		IT Resources— (Lee Jones)	
April 2019	training with lunch)	No Silo Busters at this meeting	
May 2019	Workforce Software Training (Rich Lee and Brandin Bowman) Risk Management Training (Duetta Langevin)	How to Get into Silo Busters (Yen Mai)	
		Retreat Survey (Yen Mai)	
		Promise + Plus (Tannia Robles) Commencement (Koji Uesugi, Patricia Montoya,	
	,	Andi Sims)	
		Management Tuition Deadlines (Rich Lee)	
		PIE Reminder (Michelle Sampat)	
		E-Learning Modules (Jeanne-Marie Velickovic)	
June 2019	Quarterly Meeting – Coordinated by	Wellness (Sage Overoye) Module 2 (Chris Rodriguez)	
Julie 2015	President and Management Steering	Background Checks (Alexis Carter)	
	J J	POD Conference and Travel Tips, Best Practices	
		(Chris Schroeder)	
		Rave Alert System (Dale Vickers, Chris Schroeder)	
Il. 2010	(no months and months and months and	Data Protection Requirement (Eric Turner)	
July 2019	(no meeting – retreat planning)		
August 2019	Health Benefits Transition (Jennifer Galbraith, Sokha Song, Alexis Carter)	Module 3: Personal Interpersonal Effectiveness (Lianne Greenlee)	
	Independent Contractors (Alexis Carter,	Flex Day Keynote Speaker (Lianne Greenlee)	
	Doug Jenson, Teresa Patterson)	CPD Day (Blanca Juarez/Cristal Granados)	
September 2019	Quarterly Meeting – Coordinated by	Module 4: Positively Reducing Conflict (Chris	
	President and Management Steering	Rodriguez)	
		EASE Program (Duetta / Sokha) Mandated Reporting Reminder (Sokha and Ryan)	
		Open Enrollment (Alexis Carter)	
October 2019	Emergency Preparedness Panel – How	Module 5: Work-life Balance (Jeanne Marie	
	to Respond to a Range of Incidents	Velickovic)	
	(Duetta Langevin, Michael Williams)	Tuition Reimbursement and 529 Forms (Rich Lee)	
		Open Enrollment Reminder (Alexis Carter) Air BNB Notice (Doug Jenson)	
November 2019	Management Feedback on Union	ACCCA Benefits (Meghan Chen)	
3.2	Contracts (Abe Ali)	New Management Onboarding (Heidi Lockhart)	
		Conference and travel Overtime and Pay (Rich Lee	
		and Sokha Song)	
		Outlook changes (Chris Schroeder)	
December 2019	Quarterly Meeting – Coordinated by	Emergency Drill Debrief (Duetta Langevin) Retreat update (Lianne Greenlee)	
December 2013	President and Management Steering	Update on Students in Need (Koji Uesugi)	
		Season of Giving (Bill Lambert)	
January 2020	PEAK LEADERSHIP RETREAT – Effectively Developing and Leading Teams		

One Day New Manager Orientation

Outcomes:

- New managers will feel welcomed as an integral part of the College (PD Plan Outcome 5.1)
- New managers will reflect on their purpose within the organization (PD Plan Outcome 4.2)
- New managers will feel a sense of pride in being an employee of Mt. SAC (PD Plan Outcome 4.4)
- New managers will understand the resources available to support their work (PD Plan Outcome 4.3)
- New managers will be knowledgeable about the diverse student populations in the Mt. SAC student body (PD Plan Focus Area 8)

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TOPIC	LENGTH	POSSIBLE PRESENTER(S)
Welcome	8:30-8:45	Management Onboarding Team Leaders
Organizational Structure /Importance of Cross-	8:45-9:30	Vice Presidents
Unit Teams		
Introduction of Cross-Unit Mentoring Bureau	9:30-9:45	Cross-Unit Mentors
Mt. SAC Culture and Ethics, Transformative	9:45-10:15	Management Onboarding Team Leaders
Leadership Activity		
Shared Governance Structures	10:30-10:50	CSEA 651 President, CSEA 262 President,
		Classified Senate President, Academic Senate
		President, Faculty Association President
Know Your Policies and Laws (APs/BPs, Risk	10:50-11:30	Management Steering Team
Management, Information Security, Manager		
Handbook, and Compliance Regulations		
Including FERPA, Collective Bargaining		
Agreements, Public Records Act)		
Meet Our Students / Lunch with Students	11:30-12:30	Student leaders and representatives
Campus Tour (Mt. SAC History, Library, Art	12:30-3:30	MOT Leaders & Campus Managers
Gallery, Student Services, Planetarium,		
Makerspace, Farm, Koi Pond, Horticulture,		
Wellness Center, Meek Gallery)		
We Are Mt. SAC	3:30 – 4:00	President

Training Series For New Managers (Open to All Managers)

To encourage relationship building across divisions/units, the orientation and trainings will be offered in a structured timeframe.

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TOPIC	OUTCOMES (Mt. SAC PD Plan Outcome)	LENGTH	OPERATIONAL (O) or LEADERSHIP (L)- Transformative Leadership Element
Thriving as a Manager Through Work/Life Balance	Foster a climate that supports workplace wellness (4.9)	2 hours	L – Work/Life Balance
Budget Process/Funding Requests	 Understand Mt. SAC processes (3.1) Remain current in policies and practices of the College (6.6) 	2 hours	O - Execution
Coaching	Effectively work within groups and teams (3.6)	2 hours	L - Coaching
Change, Conflict and Crisis Management	Assess one's own leadership competencies and leadership development opportunities (3.5)	2 hours	L – Change Management
Project Management Through a Cross-Unit Lens	 Demonstrate organizational planning skills (3.8) Create a multi-faceted plan with appropriate use of resources (3.11) 	2 hours	L – Execution, Strategic Thinking,
Evaluations—Best practices in developing staff	 Understand how employees will be evaluated (5.3) Know when and how to contact representatives from Human Resources and Collective Bargaining Units (5.5) 	2 hours	O – Team Building, Coaching, Leadership Courage
Emotional Intelligence for Diversity	Develop emotional intelligence competencies to manage and apply the power of emotions to interactions across lines of difference (8.1)	6 hours	L – Emotional Intelligence