Classified Professional Development Committee

Tuesday, February 27, 2024 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:05]

☐ Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	☒ Diana Dzib (Classified Senate Rep)	☐ George Gutierrez (CSEA 651 President/ Designee)	☒ Lizette Henderson (Special Project Manager) / ☐ Lisa Rodriguez (Acting Director, POD)	☐ Vanessa Ortiz (Confidential Rep)
☒ John Lewallen (Tri-Chair: Classified Senate Designee)	☒ Cynthia Orr (CSEA 262 FT Rep)	☒ Dalia Khalil (CSEA 262 PT Rep)	☐ Juan "Johnny" Jauregui (Tri-Chair, CSEA 651 Rep)	☒ Aaron Mezzano (Coordinator, POD)

Guest:

Item	Purpose	Outcome
Welcome	**Review Agenda and questions (RA/JL)** **Review and approve minutes (RA/JL)** **January 23, 2024** **February 13, 2024**	**Agenda Review, Questions –** **Minutes Review**: - January 23, 2024 – One member abstained, will email for approval to the committee. - February 13, 2024 – Approved by acclamation.
Old Business	**Updates/Follow-up:** **POD Update(s) (LH/AM)** - PGB Voting (if any) **PDC Update(s) (RA)** –	**Action Items** **POD Update(s)** – - PGB Voting Updates – No updates but expect several within the upcoming week. **PDC Update(s)** – no updates, PDC will not meet until March.

- **Budget (AM)** – No changes to the budget since the prior meeting.
  - Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCO Funds Unchanged

Allocate Funds for CPD Day 2024 (AM)

Budget Update(s): No Change since the prior meeting.

- Regular Budget remaining for 23-24: $990.94
- Chancellor's Funds remaining for 23-24: $16,041.39
- Total Remaining for 23-24: **$17,032.33**
- Chancellor's Funds in reserve for 24-25: $16,000

Allocate Funds for CPD Day 2024

- The committee discussed allocating the remainder of funds for the fiscal year to better prepare for CPD Day. **John Lewallen motioned to vote that CPDC not spend more than $10,000 on the keynote speaker and breakout session provided by Katherine Jefferies and was seconded by Diana Dzib. The vote passed.** Funding for the keynote will come out of the Classified Professionals Chancellor's Grant and will not exceed $10,000 for all expenses.
- Tri-chairs will meet with President Garcia to request funding for CPD Day 2024 breakfast and lunch through the president's office using Sodexo. The tri-chairs have the totals from last year to bring to the President (~$9,000).
- Funding or remaining items, such as SWAG, will be allocated when we have more information on who will be providing breakfast and lunch.

New Business	**PD Planning for 2023-24**	**PD Planning for 2023-2024**

	• **Morning Session for 651 (Preconference) –**
	     ○ **CareerWise: ($3k, 2 hrs.)** Strengths-Based Management and Leadership
	     ○ **Newleaf: $2.5k estimated, 2 hrs.**
	         ▪ (last year's workshop was Team Excellence)
	         ▪ Personal and Interpersonal Effectiveness
	         ▪ Positively Reducing Conflict
	     ○ Newleaf (Price/length TBD, but longer and more $)
	         ▪ Leading others
	
	 • **SWAG Ideas and Spending Budget**
	
	 • **Current and Recent Through POD/IT (LH/AM)**
	     ○ Current and Recent Offerings: DHH workshops, Forms, Teams
	     ○ Upcoming Offerings – MS Word/Excel Asynchronous Trainings
		• **Morning Session for 651 (Preconference):**
		     ○ POD has researched several topics for the CPD Day 2024 preconference to bring to CSEA 651 representatives, who were not in attendance. They will be emailed those findings, and the discussion is tabled until they can review.
		
		 • **SWAG Ideas and Spending Remaining Budget**
		     ○ CPD Day Taskforce is researching additional options based on feedback and will bring back findings to next taskforce meeting.
		     ○ Spending for swag is tabled until the CPDC has a confirmation that the president's office can provide funding for breakfast and lunch.
		     ○ CPDC members are still encouraged to explore additional items for CPD Day 2024.
		
		 • **Current and Recent Offerings through POD:**
		     ○ Current, Upcoming, and Recent Offerings: (SmartSheet, DHH, Adobe, Qualtrics):
		         ▪ The committee revisited Qualtrics as a topic for professional development from the CPD Day 2023 survey, and agreed the POD should move forward with offering one or more workshops.
		         ▪ The Deaf and Hard of Hearing Workshop "Survival Signs" has been met with good reviews and high participation.

		▪ In April, POD and IT will begin offering trainings in Adobe Acrobat and Adobe Sign. PGB approvals will be routed for these soon. o Update on MS Word/Excel Training in POD Connect: ▪ Coming in March are the Word and Excel 365 playlists, each with over 10 hours of training. PGB approvals will be routed soon.
	• **Health and Wellness Workshops (LH/AM)**	• **Health and Wellness Workshops** - No updates since the prior meeting.
	• **Updates on Keynote –** Received proposal (10k for the entire day **plus travel expenses**). Still negotiating the final price tag. Will the committee accept her price if she does not lower her price?	• **Updates on Keynote for CPD Day 2024** o Katherine Jefferies responded that she is willing to do the keynote and closing session but will charge extra to facilitate the closing session. The CPDC did not want to pay an additional charge and exceed the originally proposed $10k and motioned to cap the spending at that dollar amount. o Negotiations are still being finalized.
	• **Room Updates for CPD Day 2024**	• **Room Updates for CPD Day 2024** o No updates - cannot reserve for 24-25 FY, waiting for event services. In contact with staff, says it shouldn't be an issue for CPD Day.
	• **CPD Day Lunch -** Tri-chairs set to meet and discuss lunch options, meet with the President to request sponsoring breakfast and lunch.	• **CPD Day Lunch Updates –** Tri chairs will meet with President Garcia to request funds for CPD Day 2024 breakfast and lunch.
	Additional Updates: • Confidential (VO) • CSEA 262 (RA) • CSEA 651 (JJ)	• **Additional Updates:** o Confidential: none o CSEA 262: none o CSEA 651: none
PARKING LOT:	During Spring 2024: plan out 24-25 PD opportunities.	

	GSR-CPDC Subgroup Include workshops on horticulture and gardening in CPD Day 2024 offerings.	
Meeting Adjournment		Called by at [11:54]

Next CPDC Meeting: Zoom dates have been scheduled for the remainder of the 2023-2024 academic year. Meeting dates are on the 2nd & 4th Tuesday, September 2022 through June 2024, 11:00 a.m. – 12:30 p.m. July and August meeting dates are used for the CPD Day Taskforce.

Action Items: Items needing additional follow-up and a person designated as the lead for presenting an update at the next scheduled meeting.

New agenda items for the next regularly scheduled meeting:

Notes:

Based on the voting on the CPD Day 2023 Evaluation, the three highest subjects requested for 23-24 are

1. **Health and Wellness**
2. **Emerging Technology**
3. **Leadership Development**

Training Resources – Vendors who have worked with Mt. SAC in the past. We may use this list to consider PD for 23-24, links included:

- Newleaf Training & Development (leadership, team building, project management, and others)
- CareerWise (consulting, well-being at work, productivity)
- Work Meaningful (inclusive and workplace mindset, mental wellbeing)
- New Horizon's Learning Group (productivity applications, project management, leadership)
- Workforce Computer Training (MS Office and productivity applications)
- Right to Be (DEISA+, bystander intervention, conflict management)
- Franklin Covey (leadership, communication, diversity, self-management, workplace trust)
- Center for Organizational Responsibility and Advancement/CORA (equity, institutional effectiveness)

- o POD is currently working on licenses for the course ***Supporting Men of Color*** specifically for classified and confidential employees.
- Aurora Training Advantage
  - o Aurora Training Advantage has a fee-based membership to access all their online training topics/modules. This may be something to explore as CPDC looks to maximize the remaining CCCCO funds.
- Any additional vendors may be added to this list here or emailed to our POD staff.

For reference, the focus points of the PD Plan are:

1. Instructional Excellence and Innovation
2. Technology for Educators
3. Government, Planning, and Leadership
4. Employee Engagement
5. Employee Socialization and Orientation
6. Institutional Training
7. Supporting Student Achievement
8. Diversity and Cultural Competence
9. Student Equity