

Classified Professional Development Committee

Tuesday, November 14, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:10 a.m.]

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

Guest:

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> - Review Agenda, Questions (RA/JL) - Review and approve minutes (RA/JL) <ul style="list-style-type: none"> o October 24, 2023 	<ul style="list-style-type: none"> - Agenda Review, Questions - Minutes Review: October 24, 2023 <ul style="list-style-type: none"> o Approved/Changes Requested -
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • POD Update(s) (LH/LR) <ul style="list-style-type: none"> o Review PGB Voting (Backlog) o Review of Classified/Confidential Wellness and Tech Survey o C&T o EID • PDC Update(s) (RA/JL) - 	<p>Action Items</p> <ul style="list-style-type: none"> • POD Update(s) – (LR/HR) <ul style="list-style-type: none"> o PGB Voting (Backlog) – <ul style="list-style-type: none"> ▪ Thank you to everyone who helped with the PBG voting. All future items will be communicated as they are added. o Classified/Confidential Survey on Wellness/Technology: <ul style="list-style-type: none"> ▪ John noted that some want meditations on CPD Day instead of campus offerings. Lizette asked if that was a suggestion for the ECC to be open for meditations during CPD Day?

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

John responded that we do have more offerings, but we can have more. Rosa commented that this is for *all* PD offerings and not just CPD Day. Lizette commented that the forced comment bar for specific topics if they were not listed. We need to still drill down on mental well-being and explore those offerings. John agreed, there are many aspects of mental wellbeing that can be explored outside of meditation and physical wellbeing. Some examples he included such as deep breathing, incorporating techniques into work and family, and choices we can make to focus on to get through situations and provide a release for high-stress situations. John would like to see food, cooking, eating habits, joy in health, and/or a healthy lifestyle. Noted that someone commented that Yoga be offered at an earlier time for classified instead of 4:30 p.m.

- C&T: no report.
- EID: no report.

PDC Update(s) – No report.

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

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New Business	PD planning for 2023-24 <ul style="list-style-type: none">• Propose workshop topics for Classified and Confidential PD for the remainder of 23-24 FY and onwards.• Inquire and select Keynote Speaker for CPD Day 2024• Investigate Student Center for Breakout Sessions during CPD Day 2024• Confidential (VO)• CSEA 262 (RA)• CSEA 651 (JJ)	PD Planning for 2023-2024 <ul style="list-style-type: none">• Proposed PD Workshop Topics for the remainder of 23-24:<ul style="list-style-type: none">○ Lizette: IT requires at least 30 days to prepare trainings. When we next meet, we need to prepare the IT training we want to see throughout the year based on survey results. Most likely will have training in February. We can start chatting about 24-25 PD in the upcoming Spring, Aaron will add to the agenda for future meetings (parking lot).• Keynote Speaker Selection:<ul style="list-style-type: none">○ John: We should start searching for a keynote speaker ASAP. People liked Work Meaningful! Lizette: we should all think about what we want to see in the keynote speaker and select a theme. The committee needs to perform some research outside of our meetings to develop a theme and have these discussions in the second meeting of November, then reach out and reserve the keynote speaker in January for August 16, 2024. If we are all in agreement (and email those who were not here today), bring back ideas for themes for the keynote during the next CPDC Meeting (scheduled for November 28, 2023). If we have the theme, Lizette and Aaron can identify a keynote in December. John: We also need to have our budget set. Rosa: We haven't seen a lot of focus or advertising on the Vision Resource Center (VRC) and the PD opportunities through Cornerstone. They are there and employees have access to it, can we get them a way to find VRC? Lizette: we can get them that info if the committee is asking. Rosa: Yes, there are opportunities there that employees do not know about. We can add this to our newsletter with a specific portion and section for VRC Training. The committee will have homework between now and the next meeting session to select a theme that will help us find a keynote speaker. Aaron will find a list of former considerations for prior CPD Days as a reference – but we will identify a theme first, then the keynote speaker, during our next meeting.• Student Center for CPD Day 2024:<ul style="list-style-type: none">○ John: the student center is a good location and we can plan for the location to be used for CPD Day 2023. Also, we have the POD loft available for CPD Day 2024 for more technical presentations. Rosa: the
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		<p>student center would be preferable if they have locations we can utilize, if possible. John: believes Melba will support it. Lizette: she and Lisa did a few trainings in the Student Center on the first floor, but the main concern is issues with the audio since they didn't work prior and will have to be fixed beforehand. If we keep that in mind, we can use the first-story space along the wall for training spaces, as it would be conducive for training environments. Rosa: did the GSR morning session in the first floor as well in one of those rooms. Dalia: training was held in Room 1028; audio should be fixed. Projectors work too. Audio has been resolved and IT can be brought in if necessary. Lizette: we can explore that for next years' CPD Day, but she would like to examine the layout and what is available upstairs. Larger rooms have partitions that can be used, Dalia will send the layout to Lizette. Lizette will reserve the space for next year once she gets the layout. John: can we formally state the date in August? Aaron: yes, the date is August 16, 2024, is currently in our academic calendar. Rosa: Can we bring in through another caterer other than Sodexo if we utilize the student center for CPD Day 2024? Lizette and Dalia do not believe there are food vendor restrictions. Dalia: Make any food services known when reserving the rooms in 25 Live. John: have we reserved the opening session and keynote? If not, we should reserve 13-1700 asap for the day.</p> <ul style="list-style-type: none"> • Confidential: no updates – a few confidential have taken the survey sent out by Aaron. Vanessa will ask others to take the survey. • CSEA 262: Reviewed survey materials, no report. • CSEA 651: no report.
PARKING LOT:	During Spring 2024: plan out 24-25 PD opportunities.	
Meeting Adjournment		Called by at [12:09 p.m.]

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 person designated as the lead for presenting an update at the next scheduled meeting.

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New agenda items for next regularly scheduled meeting:

Notes:

Based on the voting on the CPD Day 2023 Evaluation, the three highest subjects request 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)
 - POD is currently working on licenses for the course *Supporting Men of Color* specifically for classified and confidential employees.
- [Aurora Training Advantage](#)
 - Aurora Training Advantage has a fee-based membership to access all their online training topics/modules. This maybe something to explore as CPDC looks to maximizing the remaining CCCCCO 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:

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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