

Classified Professional Development Committee

Tuesday, June 11, 2024 (via Zoom)

11:00 – 12:30 p.m.

Meeting Agenda & Minutes

Attendance: Meeting called to order at [11:06 a.m.]

<input checked="" type="checkbox"/> Rosa Asencio (Tri-Chair: CSEA 262 President/Designee)	<input checked="" type="checkbox"/> Diana Dzib (Classified Senate Rep)	<input checked="" type="checkbox"/> George Gutierrez (CSEA 651 President/ Designee)	<input checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / <input type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input checked="" 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: Bill Rawlings, Carlos Duarte

Item	Purpose	Outcome
Welcome	<ul style="list-style-type: none"> • Review Agenda and questions (RA/JL) • Review and approve minutes (RA/JL) <ul style="list-style-type: none"> ○ May 28, 2024 	<ul style="list-style-type: none"> • Agenda Review, Questions – • Minutes Review May 28, 2024: <ul style="list-style-type: none"> ▪ Tabled – not at quorum at the start of the meeting.
Old Business	<p>Updates/Follow-up:</p> <ul style="list-style-type: none"> • POD Update(s) (LH/AM) <ul style="list-style-type: none"> ○ PGB Voting (if any) • PDC Update(s) (RA) – 	<p>Action Items</p> <p>POD Update(s) –</p> <ul style="list-style-type: none"> • PGB Voting Updates – Recent PGB proposals were submitted and voted upon. <p>PDC Update(s) –</p> <ul style="list-style-type: none"> • Conference and Travel funding for the upcoming fiscal year will be available in two phases: July to December, and January to June. Applications will be open for employees to travel to conferences within 6 months of their applications. This was designed to provide funding for classified employees to attend conferences

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	<ul style="list-style-type: none">• Budget (AM) – No changes to the budget since the prior meeting.<ul style="list-style-type: none">○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCCO Funds Unchanged	<p>during the Spring semester, and avoid the exhaustion of funds early in the 2024-2025 fiscal year.</p> <ul style="list-style-type: none">• PDC is working on the Mt. SAC Professional Development Plan. POD will send this document out to CPDC members so they may provide feedback any suggestions. <p>Budget Update(s): No Change since the prior meeting.</p> <ul style="list-style-type: none">○ <u>Regular Budget</u> remaining for 23-24: <u>\$294.36</u><ul style="list-style-type: none">▪ <u>Will be spent on snacks and refreshments for speakers and facilitators during CPD Day 2024. Will be spent before June 21, 2024.</u>○ <u>Total Chancellor’s Funds</u> remaining: <u>\$19,983.41</u><ul style="list-style-type: none">▪ Preparing to spend \$10k on Katherine Jefferies, and \$2,057.98 on Newleaf for Preconference, reflected in total above. Both were board-approved in April.
New Business	<p>Great Staff Retreat (GSR) 2024</p> <p>PD Planning for 2023-2024</p> <p>PD Opportunities for Classified</p>	<p>Great Staff Retreat (GSR) 2024–</p> <ul style="list-style-type: none">- First meeting scheduled for June 20, 2024. POD will be in attendance to support. <p>PD Planning for 2023-2024</p> <p>PD Opportunities for Classified</p>

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		<ul style="list-style-type: none">- Recent Offerings: On-Campus Employment Programs, Zoom Features for Regular Users<ul style="list-style-type: none">o POD reviewed attendance data for the prior fiscal year with CPDC.- Upcoming Events: Intro to Outlook (Calendar), Intro to OneNote, Resume Refresher (Kevin Truong), Introduction to Web Content Accessibility Guidelines (Summer), Introduction to Microsoft Mail Merge (Summer), Workplace Violence Prevention Training- Possible Workshops: Qualtrics II (tabled), Adobe Acrobat II (tabled)- New Upcoming SmartSheet Workshops: Originally planned for Summer, but pushed back to August to September. POD and IT will deliver the below topics:<ul style="list-style-type: none">o SmartSheet Formulas, References, and Sheet Summarieso SmartSheet Automation: Maximizing Productivity and Minimizing Menial Taskso SmartSheet Collaboration: Claiming/Delegating Tasks, Approvals, and Smarter Team Workflowso SmartSheet PDF Generation Using Sheet Data – Get It Right Every Time!o Creating Reports from Multiple Sheets (1 Owner)o SmartSheet AI: Your Formual Co-Piloto SmartSheet Dashboards- Health and Wellness Workshops – No change since prior meeting.- Fall 2024 and Onwards:<ul style="list-style-type: none">o Revisiting highly requested workshops, and plan new workshops based on feedback received from CPD Day 2024.o Repeats on workshops offered in Spring will be available more frequently now that the curriculum has been developed by IT.
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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)
 - 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 may be something to explore as CPDC looks to maximize the remaining CCCC 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