

## Classified Professional Development Committee

Tuesday, November 28, 2023 (via Zoom)

11:00 a.m. – 12:30 p.m.

### Meeting Agenda & Minutes

**Attendance:** Meeting called to order at [11:35 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 checked="" type="checkbox"/> Lizette Henderson (Special Project Manager) / <input type="checkbox"/> Lisa Rodriguez (Acting Director, POD)	<input type="checkbox"/> Vanessa Ortiz (Confidential Rep)
<input type="checkbox"/> John Lewallen (Tri-Chair: Classified Senate Designee)	<input checked="" type="checkbox"/> Cynthia Orr (CSEA 262 FT Rep)	<input checked="" type="checkbox"/> Dalia Khalil (CSEA 262 PT Rep)	<input checked="" 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"> <li>• Review Agenda, Questions (RA/JL)</li> <li>• Review and approve minutes (RA/JL)               <ul style="list-style-type: none"> <li>○ November 14, 2023</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Agenda Review, Questions</b></li> <li>• <b>Minutes Review:</b> November 14, 2023               <ul style="list-style-type: none"> <li>○ Approved/Changes Requested – Approved by acclamation.</li> </ul> </li> </ul>
Old Business	<p><b>Updates/Follow-up:</b></p> <ul style="list-style-type: none"> <li>• <b>POD Update(s) (LH/LR)</b> <ul style="list-style-type: none"> <li>○ Review PGB Voting (if any)</li> <li>○ C&amp;T</li> <li>○ EID</li> </ul> </li> </ul>	<p><b>Action Items</b></p> <p><b>POD Update(s) – (LR/HR)</b></p> <ul style="list-style-type: none"> <li>○ POD Updates – Staff has an upcoming training on Brightlink, somewhat intensive with AV. Once staff is trained, we can work with other constituency groups on campus and enhance presentations with collaboration. POD is currently working on the In-Memoriam event, will provide space for employees to gather and remember employees who have recently passed. The ECC is hosting on 12/15 from 10:00 – 11:30 a.m. and will have the Go</li> </ul>

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	<ul style="list-style-type: none"> <li>• <b>PDC Update(s) (RA/JL) -</b></li>   <li>• <b>Budget (AM) – No changes to the budget since the prior meeting.</b> <ul style="list-style-type: none"> <li>○ Budget Update (AM): No Updates or Spending since the prior meeting. Regular Funds and CCCCCO Funds Unchanged</li> </ul> </li> </ul>	<p>Team therapy dogs present. The ECC is encouraging attendees to bring a memento or artifact that reminds them of a colleague to this event and will have activities and acknowledgments during this event. Please do share with others and your groups and bring your colleagues.</p> <ul style="list-style-type: none"> <li>○ PGB Voting – The Committee clarified the issue surrounding CORA: Supporting Men of Color, it does qualify for PGB since it is completed outside of business hours. The committee approved CORA: Supporting Men of Color.</li> <li>○ C&amp;T: no updates</li> <li>○ EID: no updates</li> </ul> <p><b>PDC Update(s) – no updates.</b> Emails have been going out regarding the purpose of function and membership.</p> <p><b>Budget Update(s): No Change since the prior meeting.</b></p> <ul style="list-style-type: none"> <li>○ <u>Regular Budget</u> remaining for 23-24: \$990.94</li> <li>○ <u>Chancellor’s Funds</u> remaining for 23-24: \$16,041.39</li> <li>○ <u>Total Remaining</u> for 23-24: <b>\$17,032.33</b></li>   <li>○ Chancellor’s Funds in reserve for 24-25: \$16,000</li> </ul>
New Business	<p><b>PD planning for 2023-24</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Classified/Confidential Wellness and Tech Survey</b></li> </ul>	<p><b>PD Planning for 2023-2024</b></p> <ul style="list-style-type: none"> <li>• <b>Review of Classified/Confidential Survey on Wellness and Technology</b></li> </ul>

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	<ul style="list-style-type: none"><li>○ <b>Overall</b></li> <li>○ <b>Survey Responses for 262</b></li>       <li>○ <b>Survey Responses for 651</b></li>       <li>○ <b>Confidential Employee Responses</b></li>  <li>● <b>Theme Selection for CPD Day 2024</b></li>       <li>● <b>Identify a Keynote Speaker for CPD Day 2024</b></li></ul>	<ul style="list-style-type: none"><li>○ <b>Overall:</b> Committee reviewed overall survey results before aggregating by employee union and classification type (CSEA 262, CSEA 651, Confidential)</li><li>○ <b>CSEA 262 Responses:</b> The survey shows that the same 3 categories in health/wellness are in demand as 651: physical wellbeing, mental wellbeing, stress management. In Technology and Application responses, SmartSheet was number one followed by Adobe and MS Office applications. Office tools are requested at an intermediate level instead of an introductory level. The committee deliberated on including more health and wellness activities through the year, how we can utilize Wellness Center for health and wellness on campus. The committee moved onto technical trainings and approved by acclimation to hold training based on category or program type each month moving into 2024, starting with the most requested first (SmartSheet, Access, Forms).</li><li>○ <b>CSEA 651 Responses:</b> The committee noticed CSEA 651 needs overlap with the needs of CSEA 262, and we may be able to address them both simultaneously.</li>       <li>○ <b>Confidential:</b> the committee reviewed the confidential survey results and they largely mirrored the needs of CSEA 262 employees.</li>  <li>● <b>Theme Selection for CPD Day 2024</b><ul style="list-style-type: none"><li>○ The committee decided we are looking into Physical and Mental Wellness. One suggestion was "Building Your Body and Mind."</li></ul></li>       <li>● <b>Identify Keynote Speaker for CPD Day 2024:</b><ul style="list-style-type: none"><li>○ Prior keynote sessions: Work Meaningful (2023), classified networking event (2022), Ginger Klee, MFT, and Trauma (2021, remote), Dr. Frank Harriss of CORA (2020, remote), and no keynote in 2019.</li><li>○ The committee concurred that the focus of the keynote and should tie together physical health, mental health, and stress management</li></ul></li></ul>
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	<ul style="list-style-type: none"> <li>• <b>Investigate Student Center for CPD Day 2024</b></li> <li>• <b>Propose PD Workshop Topics for the Remainder of 23-24 (based on survey results)</b></li> </ul> <p><b>Additional Updates:</b></p> <ul style="list-style-type: none"> <li>• Confidential (VO)</li> <li>• CSEA 262 (RA)</li> <li>• CSEA 651 (JJ)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Student Center for CPD Day 2024:</b> Tabled</li> <li>• <b>Propose PD Workshop Topics for the Remainder of 23-24 (based on survey results):</b> Discussed above</li> </ul> <p><b>Additional Updates:</b></p> <ul style="list-style-type: none"> <li>• Confidential: None.</li> <li>• CSEA 262: None.</li> <li>• CSEA 651: None.</li> </ul>
<b>PARKING LOT:</b>	During Spring 2024: plan out 24-25 PD opportunities.	
Meeting Adjournment	Called by at [12:31 p.m.]	

**Next CPDC Meeting:** Zoom dates have been scheduled for the remainder of the 2023-2024 academic year. Meeting dates are on the 2<sup>nd</sup> & 4<sup>th</sup> 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:

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- [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 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:

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