

Classified Staff Professional Development Advisory Council

April 14, 2016 Meeting 10:00am – 11:00am Notes & Action Items

Council Purpose: The Classified Staff Professional Development Advisory Council is made up of representatives from each of the three sites (Cuyamaca, District, & Grossmont) that represent the voices of Classified Staff members Professional Development and Training needs at the various sites. The Council will focus on contributing structure, procedures, policies, and guidelines for Professional Development program designs that affect all three sites (including but not limited to future state funding per AB 2558). The council will also act as a place for collaboration amongst the various sites in their professional development offerings to support:

1. Overall District's staff development
2. Site specific needs for staff development that is led by site culture

Council Expectations:

The following expectations were co-created by the council on 4-14-16. Any council member has the ability to bring updated expectations to the council's attention to be considered to add to the lists below.

Council Member Expectations:

- Respect Everyone's Time – Arrive and start and end meetings on time
- Come to council meetings prepared to participate
- Actively Participate in Council Activities & Projects
- Open Communication – Timely responses, share preferred communication channels, etc.
- Be Present – If another priority arises, please excuse yourself and take care of it outside meeting rooms
- Commit to Action Items & Follow-Up
- Represent the Voice of Classified Staff to Management & Administration

Council Chair Expectations:

- Respect Everyone's Time – Start and end meeting on time; Ask permission for more or less time
- Facilitate Constructive Dialogue amongst Council Members
- Send out agendas and pre-meeting materials to council members at least a week prior to meetings
- Come to council meetings prepared
- Provide open communication channels
- Commit to Action Items and holding council members accountable to follow-up
- Use Parking Lot to facilitate efficient meetings
- Assign someone or document notes from meetings

Expectations of Outcomes for Council:

- Establish "Common Core" Professional Development across all three sites
- Provide continuity and consistency amongst Professional Development offerings across all three sites
- Creation of specified training pathways for Job Families
- Evaluating need for various "levels" of training offerings and a process of how staff move through those levels
- Highlighting available resources to the District as a whole

- Remain in compliance of Mandated Compliance Based Trainings across all three sites
- Support change in Management Culture towards Classified Staff Professional Development
- Ensure funding is shared across the three sites in some capacity (discussions around equity)

The Council brainstormed generalized topic areas of Professional Development needs for Classified Staff. This list can be found below.

Professional Development Topics Brainstorm: Generalized

- Communication
 - Customer Service
- Student Equity
 - Open-Mindedness
- Education on Site Initiatives
- Tech Training
- Character Training
 - Respectful Work Environment
- Compliance
- Inspirational Topics
- Self-Management
- Personal Development
- Shared Governance
- Staff Management
- Train-the-Trainer Approaches

**Tie to Manager and Supervisor Trainings – ALL TOPICS

The council did not discuss the structure of how to provide these offerings to staff.

ACTION ITEM: Next meeting, Council will discuss some best practices of how training and PD should be provided. Examples to think about: *Workshops, Seminars, Training Programs, Mentoring Programs, Small-Group vs. Large-Group Seminars, Frequency of Training, Establishment of Training Guidelines to create consistency and quality, etc.*

Bryan provided an update on access to state funding through AB 2558 is further down the pipeline. Recommended that the council start to look at guidelines that can be adopted and presented to Cabinet related to CS Professional Development flex time.

ACTION ITEM: Bryan will be drafting a set of guidelines by Mid May for the Council to review. In addition, please read through the current Flex Calendar Requirements and Guidelines sent in PDF: "Flex_Guidelines_Overview". The relevant section starts on page 23 of the document "Section 11: Chancellor's Requirements for Establishing or Maintaining a Flexible Calendar Program". Bryan will send his draft to Council members prior to June 2016 meetings to review and prepare a discussion at next month!

Current Available Resources:

Professional Learning Network – through State access to 125+ trainings and ability to create basic Professional Development Plan. Tracking is a challenge as is accountability from Managers or Supervisors. Good short-term solution to training resources for staff.

<http://prolearningnetwork.cccco.edu/>

Through Grossmont College: Access to Lynda.com, 5 licenses available in 2 week increments
<https://docs.google.com/forms/d/1U3LpCqXGvLE2P9KnDUpopaLz7PqzEajw3ey45zwdL9k/viewform>

Access to Tech Training through IS website.
<http://www.gcccd.edu/is/software-training/default.html>

Trainings through ASKIP → Insurance Providers. More info to come once catalogued.

NEXT MEETING: June 2016

ACTION ITEM: Please send preferred days and times of availability no later than Monday, May 2nd

FUTURE TOPICS: Structuring Professional Development Programs & Classified Staff PD Guidelines for Flex time

Parking Lot Items:

- How can we get people to share the benefits of their training (both internal and external) – example essay writing for external experiences
- Cataloguing Resources & Training – who is responsible, what site will house materials, how will this be accessed, etc.
- Recognition vs. Tracking
- Using Workday for Tracking Purposes – Talent Management Module
- Clarify District Services Professional Development Committee