

San Diego Mesa College
Classified Professional Learning Committee
Meeting Notes

December 12, 2018
12:45 pm – 2:15 pm, LOFT

ATTENDEES	Rachel Schwarz	Absent:
	Alan Goodman	Janue Johnson
	Brandon Terrell	Andy MacNeill
	Catherine Cannock	Carlos Pelayo
	Charlie Lieu	Consuelo Porto y Taboada
	Ed Helscher	Eduardo Arteaga
	Elizabeth Hazen	Kristin Krogh
	Eva Parrill	Leanne Kunkee
	Jacqueline Collins	Rocio Sandoval
	Todd Williamson	
	Virginia Enriquez	

Agenda Item 1: Call to Order: By Rachel at 12:55

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order All present introduced themselves
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ACTION ITEMS	PERSON	DEADLINE

Agenda Item 2: Timelines/Deadlines

DISCUSSION	<ul style="list-style-type: none"> We have new versions of W-9 and vendor intake form submits, contact Rachel and she will send you the updated forms that you will need to submit with quotes Alan will be the contact for all quotes/paperwork for vendors, he will make sure business services gets all the proper paperwork Everything should be submitted as a purchase order, there should be no reimbursements. Budget allocated
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Everyone who is working with a vendor to order food/items should contact Alan Goodman to coordinate the paperwork 	<ul style="list-style-type: none"> everyone 	<ul style="list-style-type: none"> Mid february

Agenda Item 3: ClassiCON Planning

<p>DISCUSSION</p>	<ul style="list-style-type: none"> Review tentative schedule & discuss ideas Adding cooking classes- from VEBA/OPTUM <ul style="list-style-type: none"> Eva will look at what is available after revising the schedule with the committee's input Business services- willing to do a 75 minute block on travel paperwork <ul style="list-style-type: none"> Combine with CAT and talk about available funds, and how to do the paperwork Business service 101- how to do a requisition, policy & procedure (75 minutes, in the AM) "walk in students shoes" to explore services that students experience <ul style="list-style-type: none"> Scavenger hunt in I-400 building Digital "amazing race" <ul style="list-style-type: none"> Christian Secor? Maybe this on competition day for the folks who do not want to do sports Classified Jam session- with all music instruments and people can play Alan is willing to offer a repeat of "sh...it's classified" Events, promotion & more- should be earlier in the day and a longer block, 90 minutes <ul style="list-style-type: none"> Also there will be a new system to request support, stockroom supplies, keys, etc, this can be included in this workshop Jacqueline will think of a fun title for this workshop Walking tour- also needs to be longer, or do different sections of the campus each day Committee roadshow- to educate classified employees on what committees are available Charlie wants to see a session showcasing student services <ul style="list-style-type: none"> 3-4 reps, about what each department does Caring Campus initiative- what have we learned? <ul style="list-style-type: none"> The main consultant (Brian Phillips) could lead the opening session? Catherine Cannock is interested in contributing How to integrate the 80s theme- what were the issues, are we still addressing them today Safezone Training <ul style="list-style-type: none"> Kevin Branson, Nico Crumpton, Yolanda Catano People would be certified
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	<ul style="list-style-type: none"> ○ 2 hour training ● / How to be accomplice to LGBTQ Students – Jorge Villalobos <ul style="list-style-type: none"> ○ This was one of the presentations brought back from 2018 NCORE ● AFT Retiree Chapter panel ● Portfolium / How to highlight your accomplishments if applying for a promotion or reclassification? <ul style="list-style-type: none"> ○ Amy Gallager (director of HR) ○ Writing workshop of how to answer the questions that the process asks ○ Be deliberate about when this is scheduled <ul style="list-style-type: none"> ▪ Have follow ups ▪ How to track your major accomplishments ▪ This may be a separate workshop ○
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ACTION ITEMS	PERSON	DEADLINE
● Revise proposed schedule	● Rachel, Eva & Janue	● Before next meeting

Agenda Item 4: SWAG

DISCUSSION	<ul style="list-style-type: none"> ● Fanny pack <ul style="list-style-type: none"> ○ Everyone loves the Neon Fanny Pack ○ 4 different colors ● Multi-clicker color pens ● Sunglasses order from amazon its cheaper ● Mini Memo Book with Flags and ruler ● Headbands people love the headbands bands to match fanny pack ● Charlie will send the estimates ● Maybe a P.O. with Costco, and purchase amazon giftcards that Charlie can use to purchase lower
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ACTION ITEMS	PERSON	DEADLINE
● Investigate getting a P.O. with Costco	● People responsible for SWAG	● Mid-January

Agenda Item 5: Other PL for Classified Professionals

DISCUSSION	<ul style="list-style-type: none"> ● Summer Book Club- suggestions for book? <ul style="list-style-type: none"> ○ March 2-3? ○ Outliers – Malcolm Gladwell ○ You are a badass ○ Other books that people want to read?
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> Talk to others/ think if there are books that Classified people would benefit from, and bring suggestions to the next meeting. Once a list is created the committee can select a book for kick-off 	<ul style="list-style-type: none"> everyone 	<ul style="list-style-type: none"> January 9

Agenda Item 6: Action items for next meeting

DISCUSSION	<ul style="list-style-type: none"> Bring a picture of you from the 80's Think about ways we can incorporate equity in the 80's into team building activities during breakfast, lunch
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ACTION ITEMS	PERSON	DEADLINE
	<ul style="list-style-type: none"> Everyone 	<ul style="list-style-type: none"> ASAP

Agenda Item 7: Next Meeting/ Schedule for the rest of the year/adjournment

DISCUSSION	<p>Next Meeting</p> <ul style="list-style-type: none"> February 13 <p>Schedule for the rest of the year:</p> <ul style="list-style-type: none"> March 13, March 27, April 10, April 24, May 8, May 22, June 12 <p>Meeting was adjourned at 2:00 pm</p>
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Submitted by: Eva Parrill, Senior Clerical Assistant, LOFT