

Employee Learning and Development Council
Meeting Via Zoom

Friday, October 4, 2024 – 2:30pm to 3:30pm

Specific Committee/Council Functions and Responsibilities per Charter:

Review: This council will be charged with an ongoing review of the learning and development programs at MCC and how they grow and develop the people infrastructure at MCC and alignment/growth of career development and advancement for employees.

Agenda

1. Welcome
2. Charter Review/Update
3. Meeting Format, Frequency, Minutes
4. Old Business
5. New Business
6. Action Items for Next Meeting



Purpose (Please document the purpose of the council or committee in the space below).

This council will be charged with an ongoing review of the learning and development programs at MCC and will provide recommendations to the CHRO to promote leadership and professional development of employees.

Membership (Please define how membership is selected by choosing one of the three options below. Then, include the list of members, with name, title, and the role they represent on the council / committee).

<i>Membership is selected by representative role</i>			
<i>Membership Selection Process: The selection process for this council is through a nomination of each constituency head. The council will be comprised of at least two members from each employee constituency. (ADM, FTS, FAC)</i>			
Chair	Name	Organizational Title	Representative Role on the Council / Committee
X	Amy Peak	Director of Employee Relations and Engagement	ADM/Co-Chair
X	Angie Carr	Training and Development Manager	FTS/Co-Chair
	Fred Wise	AVC and CHRO	ADM/Standing Member
	Rosemary Martin	Executive Director of HR and Change Management	ADM
	Ed Foley	Exec. Director, Enterprise Project Management, Planning & Institutional Effectiveness	ADM
	Susan Serrano	Executive Director of Grants	ADM
	Steven Norton	DE&I Coordinator	FTS
	Dachia Bush	Division Chair, MCC PV Social Sciences and ATSI	FAC
	VACANT	(Faculty)	FAC
	Tatia Shelton	WED Workforce Manager	FTS

Optimal Meeting Time (Please include the council / committee's regular meeting schedule below).

The Council will meet monthly – September through May, on the First Friday of each month, 2:30pm to 3:30pm

Authorization and Review Cycle (To be filled in by a member of Executive Cabinet).

College Policy Authorizing Council/Committee (if applicable)	
Executive Cabinet Member Accountable for Council /Committee	
Initial Authorization Date	
Charter Review Cycle	
Signature of Reviewing Executive Cabinet Member	



Date
<p>Defining Success – Strategic Plan Connections</p> <p>MCC's definition of Shared Governance states that <i>"MCC affirms and supports shared governance, which is the formal process of collaborating, delegating, recommending, and making decisions related to the issues affecting MCC."</i></p> <p>A key building block of ensuring that the college is <i>collaborating, delegating, recommending, and making decisions related to the issues affecting MCC</i>, necessitates that we make intentional connections between the strategic plan and work of the college's councils, council-related committees, task forces, and work groups (i.e., outcomes).</p> <p>To assist with ensuring broad and intentional engagement, it is recommended that each council/committee outline 1-3 'outcomes' each year, with the details as suggested below.</p> <p>The Accountable Executive Cabinet member, as noted on the first page, will be responsible for ensuring that any deliverable is considered as a part of decisions related to the work.</p>

Please outline the details for any expected outcomes in the fields below.

Outcome 1	
Outcome Description:	New Employee Orientation – recommendations on updating New Employee Orientation (NEO)
Strategic Theme Alignment:	Emerge as a first choice
Organizational Goal Alignment:	B-1 Build a world-class first impression experience (I) D-1 Become a destination workplace (IV)
Organizational Value Alignment:	Learning, People
Potential KPI Impact (if applicable):	Increase MCC'S First Impression Index Growth Score
Expected Deliverable:	Council feedback on proposed NEO Changes
Expected Deliverable Timeline:	January 2025
Outcome 2	
Outcome Description:	MCC Training and Development – recommendations for employee training and development Initiatives
Strategic Theme Alignment:	Evolve for maximum impact on education & workforce and Elevate Student, Employee, and Community Engagement
Organizational Goal Alignment:	B-3 Implement an equity-centered framework (III) B-4 Provide High Quality Programs and Services D-2 Emphasize employee development: personal & professional, with an emphasis on student success (I)
Organizational Value Alignment:	Excellence, Learning, People
Potential KPI Impact (if applicable):	Increase employee retention rates
Expected Deliverable:	Recommendations on Supervisor and Employee Training and Development initiatives
Expected Deliverable Timeline:	Ongoing



Outcome 3	
Outcome Description:	Recommendation on creation of knowledge and skills library which will include an MCC Staff resources list (as SMEs for training and development)
Strategic Theme Alignment:	Elevate student, employee & community engagement
Organizational Goal Alignment:	B-3 Implement an equity-centered framework (III) B-4 Provide high-quality programs & services (II) D-2 Emphasize employee development: personal & professional, with an emphasis on student success (I)
Organizational Value Alignment:	Excellence, Learning, People
Potential KPI Impact (if applicable):	
Expected Deliverable:	Creation of Staff Resource List for Training and Development
Expected Deliverable Timeline:	Ongoing