

The background is a solid dark blue. It is decorated with various abstract, hand-drawn geometric shapes in bright colors. In the top left, there is a green scribbled line. Below it, a yellow square is tilted. To the right of the yellow square is a red triangle pointing downwards. Further right is a blue trapezoid. In the top right corner, there is a yellow oval. On the left side, there is a yellow square with a blue line crossing it diagonally. In the bottom left, there is a green square. At the bottom center, there is a blue trapezoid. In the bottom right, there is a red triangle and a green scribbled line.

San Diego Mesa College

Empowering Classified Professionals: The New Classified Institute

ALISON MONA | AYANA WOODS | EILEEN HAYWARD

Agenda

1. PRESENTATION

Survey/Poll

What is NCI

Listening through Data

Key Take Aways

2. ACTIVITY

Break Out Groups

- Build your own Institute
- Share Ideas

3. SHARE OUT

Discussion

Questions/Answers

Reflections

The Classified Experience

IF YOU COULD GO BACK TO YOUR FIRST YEAR AS A CLASSIFIED PROFESSIONAL, WHAT IS ONE THING YOU WOULD HAVE WANTED TO HELP YOU SUCCEED?

- NAVIGATING POLICIES
- FINDING RESOURCES
- UNDERSTANDING YOUR ROLE
- WORKPLACE CULTURE



MENTIMETER ACTIVITY

[Join at menti.com | use code: 9336 4697](https://menti.com/join/93364697)

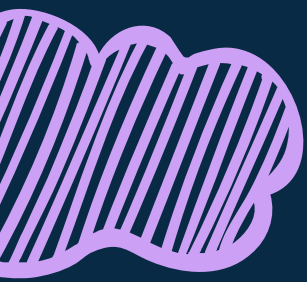
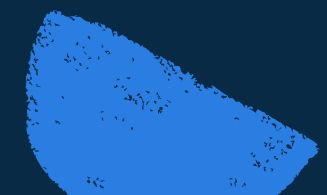


What is NCI?

New Classified Institute (NCI) is an engaging orientation experience designed by Classified Professionals that helps new Classified Professionals feel connected, informed, and empowered from day one.

Why the New Classified Institute?

The Challenge and Need:

- Lack of structured onboarding and inconsistent training
 - Understanding of the contract, department contacts and roles, HR processes and procedures
 - Campus Integration
 - Foster campus community, campus culture, organizational structure, and campus resources
 - Professional growth and leadership
 - Engage in shared governance, contribute to student success, equity mindset, professional and personal development
 - New Faculty Institute - Why not us?
- 
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Old NCI Structure

The NCI is a year-long program for full-time classified professionals, designed to ease their transition, build leadership skills, and foster an equity mindset through collaboration and alignment with college goals.

Coordinators: Lead by 4 Coordinators

- Full-time classified professionals/1 year term
- Paid 1.5 hours of overtime per week
- Plan, promote, and lead workshops
- Identify presenters, budget management, analyze data

NCI Workshop Logistics

- 1 session a month (2.5 hours per session)
- 10 total workshops
- Session Topics ----->

NEW CLASSIFIED INSTITUTE

✦ For NEW Classified Professionals ✦

New to Mesa College? Join the New Classified Institution! Monthly workshops will guide you in building connections, resources, and career confidence.

SPRING 2025 WORKSHOP SERIES

Meeting Date	Discussions Topics
Friday, January 10	Welcome Introductions Contracts
Friday, February 7	Shared Governance
Friday, March 7	Crucial Conversations
Friday, April 11	Learning Resources Tour
Friday, May 2	Equity Training
Thursday June 12	Essential Guide to Student Services

Lunch will be provided

EMPOWERING YOUR JOURNEY!

WE ARE *Mesa*
The Leading College of Equity and Excellence

REGISTER NOW!

Old NCI Structure Continued

The NCI is a year-long program for full-time classified professionals, designed to ease their transition, build leadership skills, and foster an equity mindset through collaboration and alignment with college goals.

Coordinators: Lead by 4 Coordinators

- Full-time classified professionals/1 year term
- Paid 1.5 hours of overtime per week
- Plan, promote, and lead workshops
- Identify presenters, budget management, analyze data

NCI Workshop Logistics

- 1 session a month (2.5 hours per session)
- 10 total workshops
- Session Topics ----->

SAVE THE DATES

FRIDAYS
10:00 AM – 12:30 PM



NEW CLASSIFIED INSTITUTE

NCI Monthly workshops will guide you in building connections, resources, and career confidence.

FALL 2025 WORKSHOP SERIES

MUST REGISTER FOR EACH WORKSHOP

Date

Topics

Fri, Sep 5

[LINK TO REGISTER](#)

Running the Show: Meet the Ops Team

Discover the vital roles of Administrative Services and Executive Offices—from strategy to operations—and see how we power our mission every day.

Fri, Oct 3

[LINK TO REGISTER](#)

Rooted in Purpose: Personal & Professional Growth

Discover your 'why' with the College President, uncover strengths via MBTI, and get a professional headshot for your brand.

Fri, Nov 7

[LINK TO REGISTER](#)

From Here to There: Stories of Growth & Opportunities

Gain valuable insights from a dynamic panel of classified professionals as they share the challenges, successes, and lessons learned throughout their unique career paths.

Fri, Dec 12

[LINK TO REGISTER](#)

Caring Campus & Wellness Finale

Beat burnout, strengthen caring campus culture, and graduation celebration at our finale

SPACE LIMITED: REGISTRATION CONFIRMATION REQUIRED TO ATTEND

WE ARE *Mesa*

The Leading College of Equity and Excellence

Lunch will be provided

NEW NCI Structure Continued

The NCI is a year-long program for full-time classified professionals, designed to ease their transition, build leadership skills, and foster an equity mindset through collaboration and alignment with college goals.

Coordinators: Lead by 3 Coordinators

- Full-time classified professionals/ 1 semester term
- Paid 2 hours of overtime per week
- Plan, promote, and lead workshops
- Identify presenters, budget management, and analyze data

NCI Workshop Logistics

- 1-2 session a month (1.5 hours per session)
- 6 total workshops
- Session Topics ----->

NEW CLASSIFIED INSTITUTE SCHEDULE

SPRING 2026

FEB 20

Your Voice, Your
Power:
Understanding
Contracts &
Governance

🕒 9:30 AM - 11 AM

MAR 13

Cultivating Your
Career:
Personality,
Purpose &
Potential

🕒 9:30 AM - 11 AM

MAR 27

Who We Are &
What We Do:
Student Services
and LRC

🕒 9:30 AM - 11 AM

APR 10

Voices from the
Field: Career
Journeys & Real
Conversations

🕒 9:30 AM - 11 AM

APR 24

Who We Are &
What We Do:
Administrative
& Operations

🕒 9:30 AM - 11 AM

MAY 8

Stronger
Together:
Celebrating
Our Collective
Growth

🕒 9:30 AM - 11 AM

Listening Through Data

✿ 2022-2023 (PILOT)

- Leadership trainings: mentorship, DEI, collaboration
- Heavy workloads limit professional growth
- NEED NOW: fair pay, mentorship, balance

✿ 2023-2024 (REFINING)

- Equity and community-building development
- Want conflict resolution, allyship, and student focus training
- Leadership emphasized for professional growth

✿ 2025-2026 (INSTITUTIONALIZING)

- Practical sessions rated highly, engaging delivery
- Hands-on activities increased participant engagement
- Suggestions: networking, balanced, equity-focused training

Common Themes

1. STUDENT SUCCESS
2. PERSONAL AND PROFESSIONAL GROWTH
3. SHARED GOVERNANCE
4. ORGANIZATIONAL STRUCTURE
5. OPERATIONAL FRAMEWORK



Key Takeaways

LESSONS LEARNED

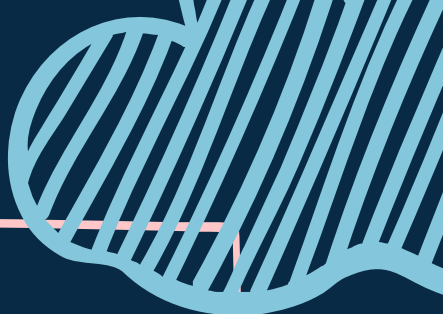
- LEADERSHIP BUY-IN
- FIND ALLIES & ADVOCATES
- FLEXIBILITY/EVOLUTION/ADAPTATION
- FUNDING
- CONSIDER WHAT RESOURCES ARE ALREADY AVAILABLE
- COLLECT DATA/FEEDBACK

CHALLENGES:

- FUNDING/COMPENSATION FOR COORDINATORS
- EXTERNAL FACTORS (EXAMPLE: CYBER ATTACK)
- ONGOING BUY-IN
- IDENTIFYING STRENGTHS OF THE COORDINATION TEAM
- THINK OUTSIDE THE BOX



Lorenze A. Legaspi
VICE PRESIDENT
Administrative Services



Interactive Activity— Build your own Institute

OBJECTIVE

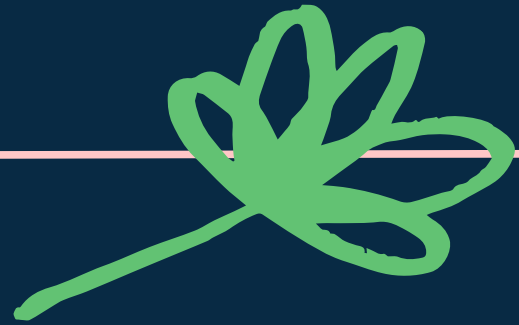
Participants will work in groups to design a New Classified Institute using a guided worksheet and share their plan with peers.

MATERIALS

Printed worksheet
Pens

INSTRUCTION

In your group, use the guided worksheet to design a New Classified Institute. Follow the 6-step process. You have 30 minutes. Expect some challenges or the need for compromise—just focus on creating a solid starting point. Be ready to share your plan with the group.



Step 1: Define Goals & Objectives.

How would success be measured?

PRIMARY GOAL:

3 KEY OBJECTIVES

- OBJECTIVE 1:
- OBJECTIVE 2:
- OBJECTIVE 3:



Step 2: Identify Stakeholders

Who needs to be involved?

STAKEHOLDER GROUPS

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



ROLES/RESPONSIBILITIES

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Step 3: Program Structure

Format, Timing, and Content of NCI

- FREQUENCY
- DURATION
- SESSION TYPES



Step 4: Resource Needs

Budget, Materials, and Support

BUDGET ITEMS:

- ☐ COORDINATOR STIPENDS: \$_____
- ☐ MATERIALS (E.G., WORKBOOKS, SWAG): \$_____
- ☐ VENUE/FOOD: \$_____
- ☐ MISCELLANEOUS (E.G., CELEBRATION, CERTIFICATES, GIFT CARDS): \$_____

GRANTS/FUNDING SOURCES:

(E.G., APPLY FOR GRANTS, FUNDRAISER, UNION, CLASSIFIED SENATE DUES, ETC.)

- _____
- _____
- _____



Step 5: Marketing & Recruitment

How will staff learn about the NCI?

STRATEGIES:

- ☐ EMAIL ANNOUNCEMENTS
- ☐ POSTERS/FLYERS IN BREAK ROOMS
- ☐ ENDORSEMENTS FROM SUPERVISORS
- ☐ WORD OF MOUTH
- ☐ SOCIAL MEDIA/DIGITAL BOARDS
- ☐ OTHER:

INCENTIVES:

- ☐ CERTIFICATES OF COMPLETION
- ☐ PAID TIME TO ATTEND
- ☐ PROFESSIONAL DEVELOPMENT CREDIT
- ☐ SALARY ADVANCEMENT
- ☐ OTHER INCENTIVES



Step 6: Evaluation Plan

How will you assess NCI impact?

METRICS:

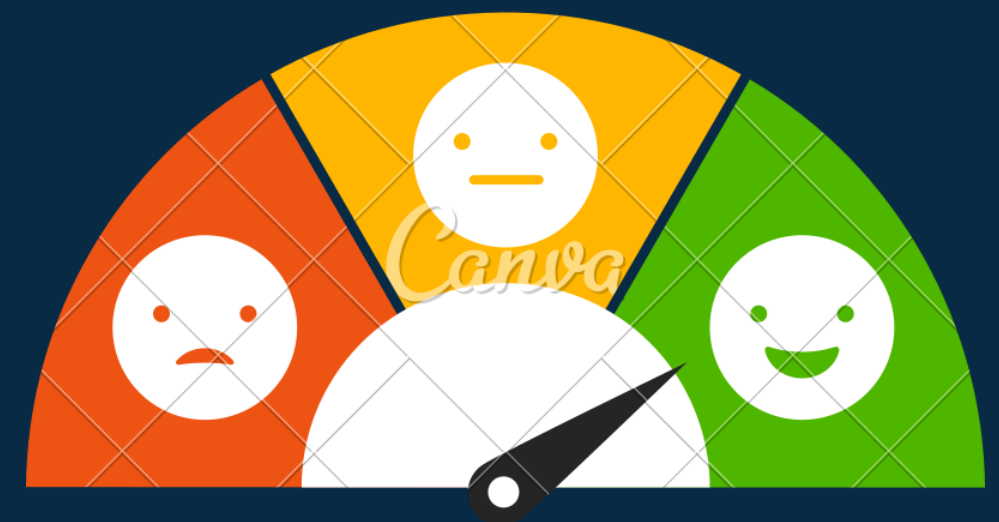
- ☐ PRE-/POST-SURVEYS
- ☐ PARTICIPATION RATES
- ☐ FOLLOW-UP INTERVIEWS
- ☐ EMPLOYEE RETENTION RATES
- ☐ INCREASED SHARED GOVERNANCE/COMMITTEE

PARTICIPATION

- ☐ JOB CONFIDENCE/EMPLOYEE SATISFACTION
- ☐ BELONGINGNESS/VIBES/CAMARADERIE – A GOOD CAMPUS COMMUNITY CULTURE

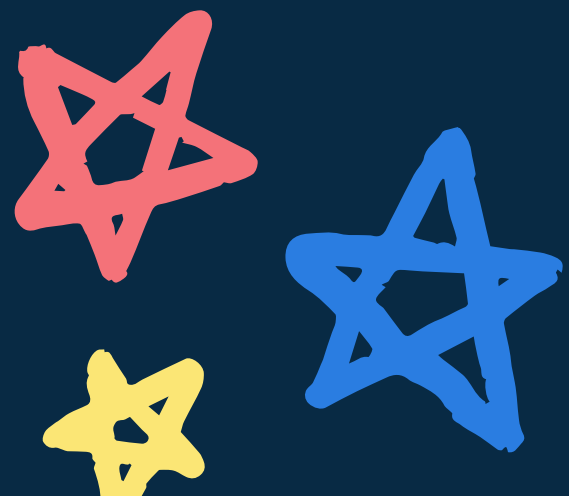
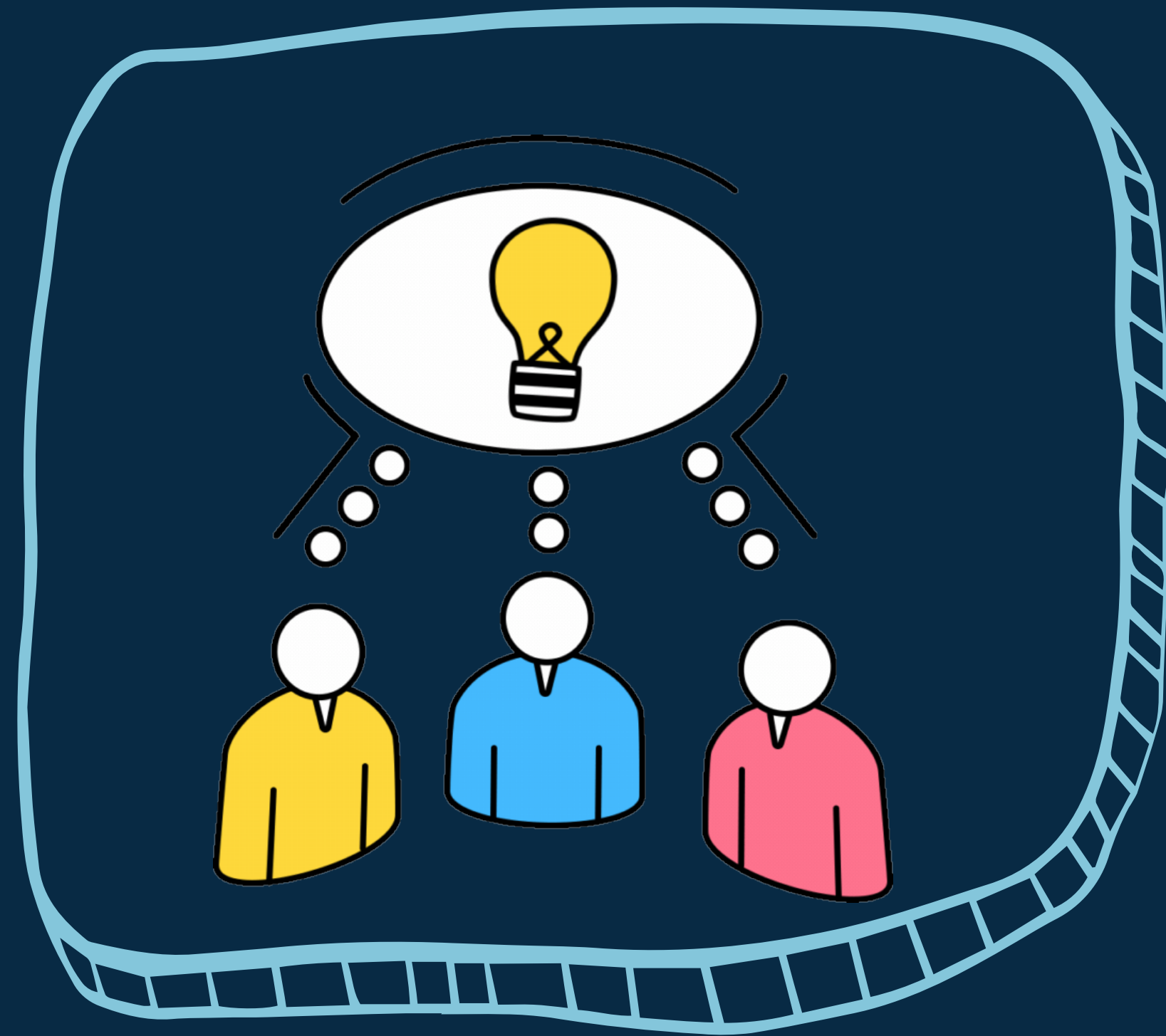
IMPROVEMENT CYCLE:

(E.G. REVIEW FEEDBACK BI-ANNUALLY AND ADJUST CURRICULUM)



Activity Share Out

- Highlight of the activity
- Challenges the group faced
- Something that surprised them





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