



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
May 1, 2017, at 1:00 p.m.; District Administrative Center**

**In Attendance:** Michael Shanahan, Dr. Pamela Yeagley  
**Via Skype:** Ashley Chelonis, Krista Mendelsohn, Matthew Moore, Sharon Oxford  
**Date Approved:** June 5, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:05 p.m.	N/A	N/A
<b>Open Discussion Items</b>			
<b>a. Feedback from Training &amp; Tours - March 15, 2017, at Moorpark College</b>  <i>Safety In Service</i>	Feedback from the March Training & Tours was positive, and the active shooter activity seems to have had an impact. The committee to track these statistics and share with management.	N/A	N/A
<b>b. Training &amp; Tours - June 8, 2017 Ventura College</b>  <i>It's All About You!</i>	<p>The committee discussed the following items:</p> <ul style="list-style-type: none"> <li>o Ms. Mendelsohn to order 150 non-woven bags, blue burgundy, forest green, logo in white or black, and 250 pens with black logo, in blue, orange, green from Custom Awards &amp; Engraving.</li> <li>o Ms. Holst to order 120 exercise bands (no logo).</li> <li>o Find out from Joe Esquivel if someone will give gym tours and who is doing yoga.</li> <li>o Let Business Services know we will be purchasing items between now and the June event.</li> <li>o Liz Burnett will present on "Healthy Eating for Busy People" during lunch.</li> <li>o Dr. Yeagley to ask Classified Senates for people to help with set-up, etc.</li> <li>o Ask Kathy Espinoza for a high res photo.</li> <li>o E-mail the flyer and place on webpage.</li> <li>o Send flyers to Jennifer Clerk and Krista Mendelsohn at Oxnard College, Pamela Yeagley at Ventura College, Gilbert Downs at Moorpark College for posting/distribution.</li> </ul>	<p>Order additional items for June Training &amp; Tours.</p> <p>Check with Mr. Esquivel on presenters for gym and yoga.</p> <p>Alert Business Services that purchases remain to be made.</p> <p>Ask for help from Classified Senates.</p> <p>E-mail flyer/add to webpage.</p>	<p>Ms. Mendelsohn/Ms. Holst</p> <p>Dr. Yeagley</p> <p>Ms. Holst</p> <p>Dr. Yeagley</p> <p>Ms. Holst</p>



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<b>October Training and Tours</b>	<p>Mr. Shanahan and Ms. Holst to look at proposed topics.</p> <p>Ms. Mendelsohn to discuss October date at Oxnard College with President Azari and Dr. Jennifer Clark.</p> <p>Add to next month's agenda for discussion.</p> <p>Perhaps title "Advance and Enhance."</p>	<p>Review proposed topics.</p> <p>Discuss dates with Dr. Azari and Dr. Clark</p> <p>Place on next month's meeting agenda.</p>	<p>Mr. Shanahan and Ms. Holst</p> <p>Ms. Mendelsohn</p> <p>Ms. Holst</p>
<b>Framework for Hosting Training and Tours Event</b>	Gilbert Downs working on this.	Follow up with Mr. Downs.	Ms. Holst
<b>Committee Budget</b>	<p>The budget does not roll to the next fiscal year.</p> <p>Order more bags for next year: red, purple black.</p> <p>Order a perpetual plaque for the Classified Employee of the Year Awards.</p>	Ms. Mendelsohn to order extra bags for next year's event, and a perpetual plaque from Custom Awards and Engraving.	Ms. Mendelsohn
<b>Classified Employee of the Year Award</b>	Ashley Chelonis will be recognized at the June 13, 2017, Board of Trustees' Meeting, as a California Community Colleges Classified Employee of the Year.	Place on June Board of Trustees' Meeting Agenda	Ms. Holst
<b>Training for Supervisors</b>	<p>Mr. Shanahan to discuss ideas for the next Supervisors' performance management module with Ms. Esquivel.</p> <p>Consider opening this up to non-supervisors who want to learn what is needed to become a supervisor.</p>	Consult with Mr. Esquivel	Mr. Shanahan
<b>Next Meeting</b>	Meeting ended at 2:44 p.m. Next meeting scheduled for June 5, 2017, from 1-3 p.m. at the DAC.	N/A	N/A

[Notes by Jennifer Holst]