



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
July 10, 2017, at 1:00 p.m.; District Administrative Center**

In Attendance: Andrea Ingley, Michael Shanahan, Ashley Chelonis

Via Skype: Joe Esquivel, Dr. Jennifer Clark, Gilbert Downs

Did Not Attend: Tracie Bosket, Olivia Long, Eric Lopez, Matthew Moore, Sharon Oxford, Linda Fa’asua Robison, Marla Ward, Dr. Pamela Yeagley

Date Approved: August 7, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
Approval of Meeting Minutes: June 5, 2017	Minutes from June 5 meeting approved without objection.	Finalize and post copies to committee webpage.	Ms. Holst
Open Discussion Items			
<p>a. Training & Tours - June 8, 2017 Ventura College</p> <p><i>It's All About You!</i></p>	<p>The committee reviewed event feedback, which appears generally positive. Next time, allow more time for logistics, and fewer topics. Think about how to structure break-out groups in most future events. Consider addressing stress at each event. The committee also discussed having another session on Banner/Requisitions, as this is a continual need.</p> <p>Mr. Shanahan will let Kathy Espinoza know about the good feedback she received.</p> <p>Dr. Clark wants to ensure FM&O employees can attend Training & Tours, working around their hours.</p> <p>Mr. Shanahan and Ms. Holst to prepare an e-mail with photos and materials letting people know about the successful Training & Tours event.</p> <p>For the next meeting, review the feedback from last time to consider next topics. 2-3 items will be needed for a half-day.</p> <ol style="list-style-type: none"> 1. How to include M&O employees? 2. How to get more special interest group interaction? 3. What kind of functional groups will we form? 4. What areas for best practice sharing? 5. What other topics of generalized training? 	<p>Go through the feedback. Look for observations to guide us as we move forward.</p> <p>Mr. Shanahan to share positive results with Ms. Espinoza.</p> <p>Mr. Shanahan to prepare e-mail letting people know about the last Training & Tours event.</p>	<p>Committee</p> <p>Mr. Shanahan</p> <p>Mr. Shanahan</p>



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b. October Training and Tours	Dr. Clark to check on dates at Oxnard College: October 13 or 27 would be best. Continue planning at next meeting.	Check on October dates at Oxnard College.	Dr. Clark
c. Framework for Hosting Training and Tours Event	Discuss again next time.	Add to next month's agenda.	Ms. Holst
d. Committee Budget	<p>Committee members should review the budget status reports for what money was spent. Consider doing more for Training & Tours, or is there something else?</p> <p>Consider sending a committee representative to the 4C/SD conference in Claremont in March. Ms. Chelonis suggested doing a presentation on the Training & Tours program.</p>	Review again next time and discuss attendance/presentation at 4C/SD.	Committee
e. 2018 Classified Employee of the Year Program	The committee discussed the number of copies to print. Brochures should go to faculty and classified staff. We will print: OC – 300; MC – 300; VC – 850; DAC – 120 = 1570.	Have brochures printed and distributed as listed.	Ms. Holst
f. Committee Membership	Add a section for “Not in attendance” names to the minutes.	Revise minutes.	Ms. Holst
g. Committee Self-Appraisal	<p>Committee to review this document and give Ms. Holst any comments/suggestions. We will send it out in Survey Monkey. The questions should be formatted as follows:</p> <ul style="list-style-type: none"> • 3-7: Strongly agree to disagree. • 2: Text field. • 8: Text field. • 9: Text field. 	<p>Review proposed Self-Appraisal. Sent any comments to Ms. Holst.</p> <p>Prepare SurveyMonkey and send to committee.</p>	<p>Committee</p> <p>Ms. Holst</p>
h. Training for Supervisors	<p>Mr. Shanahan has “Discipline 101” workshop materials. This would be separate from L.E.A.D.</p> <p>Dr. Clark suggested training on Financial Reporting/Budgets. Perhaps Ms. Bojorquez would be willing to lead this training for L.E.A.D., including the budget cycle, staying on budget, setting the budget, budget adjustments, following the budget, which reports, when and why. What are budget reports good for? Mr. Shanahan to look at something else specifically for classified supervisors. FRISK Training would also be good for supervisors. Mr. Shanahan to investigate purchasing books for FRISK training.</p>	<p>Discuss again next time.</p> <p>Check on cost of FRISK books.</p>	<p>Committee</p> <p>Mr. Shanahan</p>
Next Meeting	The meeting ended at 2:57 p.m. The next meeting is scheduled for August 7, 2017, at 1:00 p.m. at the DAC.	N/A	N/A

[Notes by Jennifer Holst]