



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
November 6, 2017, at 1:00 p.m.; District Administrative Center**

In Attendance: Blanca Barrios, Andrea Ingley, Janeene Nagaoka, Michael Shanahan, Maria Urenda

Via Skype: Joel Diaz (on behalf of Linda Fa'asua Robison), Joe Esquivel, Matthew Moore, Dr. Pamela Yeagley

Did Not Attend: Tracie Bosket, Ashley Chelonis, Gilbert Downs, Eric Lopez, Sharon Oxford

Date Approved: December 4, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
2. Review Minutes of October 2, 2017	Approved without objection.	Post to committee webpage.	Ms. Holst
3. Open Discussion			
a. Training & Tours Events Functioning Responsibility Checklist	Review Dr. Yeagley's draft checklist. Identify those responsible for each item, so we can attach specific accountabilities for the steps.	Discuss again next time.	Committee
b. Training & Tours – Debrief October 27, 2017, Event	Event feedback was positive. It was unfortunate that more did not attend. HR will prepare a survey to gather information on why. We hope the Presidents will encourage training attendance. We will try to schedule the next event on a different weekday, not Friday.	Send out survey on Training & Tours attendance.	Mr. Shanahan
c. Training & Tours – Date/Topic for Next Event	The committee reviewed ideas for the next event: <ul style="list-style-type: none"> • Emergency Response; • How to use the Defibrillator; • Staying calm in the face of emergency; • Suicide prevention; • Active listening; • Training & Tours should always include best practice sharing. 	Review topic ideas for next meeting.	Committee
d. Committee Budget	Look at calendar/budget to determine number of events to schedule this fiscal year. The budget may allow sponsorship of one or more committee members for this year's 4C/SD conference.	Review calendar and budget. Consider attending 4C/SD.	Mr. Shanahan and Ms. Holst Committee members.
e. Committee Membership	District management prefers we work through the college professional development committees to distribute this	Discuss again at next meeting.	Committee



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	committee's information, and not add more members. Each location should coordinate a committee contact person.		
<p>f. 2018 Classified Employee of the Year</p>	<p>Final selection committee meetings:</p> <ul style="list-style-type: none"> • <u>Final Selection Committee Process Briefing</u>: Tues., Jan. 23, 2018, 10:00-11:00 a.m. • <u>Final Selection Meeting</u>: Thurs., Jan. 25, 2018, 10:00 a.m. to 12:00 p.m. <p>Classified Senate Presidents and DAC Committee Representatives to send Final Selection Committee member names to Ms. Holst by mid-November. It is more effective to attend in person.</p> <p>There must be a selection process at the individual locations if more than one nomination is received.</p> <p>Different individuals should serve on the final selection committee.</p> <p>Ms. Holst to send out another e-mail reminder for nomination submissions.</p> <p>Next year consider printing posters.</p>	<p>Send final selection committee member names to Ms. Holst as soon as possible.</p> <p>Send out one additional e-mail reminder.</p>	<p>Classified Senate Presidents and DAC Committee Representatives</p> <p>Ms. Holst</p>
<p>g. Supervisors' Training</p>	<p>On 10/31/17, HR held a special L.E.A.D. training on FRISK: <i>Preparing Effective Documentation Regarding Employee Substandard Performance or Conduct</i>. HR has now held training on Performance Management and FRISK. Next, will be employee discipline.</p> <p>Mr. Shanahan wants to adapt the LACCD Supervisors' Handbook to a VCCCD leadership handbook.</p> <p>Another supervisors' meeting will be scheduled soon.</p>	<p>Schedule training on employee discipline.</p> <p>Create a leadership handbook.</p> <p>Schedule a supervisors' meeting.</p>	<p>Mr. Shanahan</p>
<p>4. Next Meeting</p>	<p>Meeting ended at 3:02 p.m. Next meeting set for December 4, 2017, at 1:00 p.m., at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]