



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
December 4, 2017, 1:00 p.m.; District Administrative Center**

**In Attendance:** Ashley Chelonis, Amparo Martinez, Janeene Nagaoka, Michael Shanahan, Maria Urenda

**Via Skype:** Gilbert Downs, Joe Esquivel, Chez Harper for Dr. Pamela Yeagley, Eric Lopez, Matthew Moore, Sharon Oxford, Linda Fa'asua Robison

**Did Not Attend:** Tracie Bosket, Andrea Ingley

**Date Approved:** January 22, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>1. Open Meeting</b>	The meeting began at 1:06 p.m.	N/A	N/A
<b>2. Minutes of November 6, 2017</b>	Approved without objection.	Post to webpage.	Ms. Holst
<b>3. Open Discussion</b>			
<b>a. Training &amp; Tours Events Responsibility Checklist</b>	Attach specific accountabilities for each step.	Review next time.	Committee
<b>b. Training and Tours Attendance Survey</b>	After reviewing the survey results, the committee noted: <ul style="list-style-type: none"> <li>• Campus staff members have not been encouraged to attend by management.</li> <li>• College Presidents should promote and encourage participation.</li> <li>• Repeat the topics we have done.</li> <li>• Collaboration/meeting people is important.</li> <li>• Sharing best practices.</li> <li>• Topic statement with expected learning outcomes.</li> <li>• What is Training and Tours, why do we have it, and the expected outcome(s) for each event?</li> <li>• Explain that this is an expensive in-house workshop.</li> <li>• Survey suggests we could capture more people if they feel encouraged to attend.</li> <li>• People presenting on their jobs.</li> <li>• Interviewing skills.</li> <li>• Panels – people who have been through something and can share their thoughts.</li> <li>• How to give a strong interview, what to do afterwards, as an applicant and as a panelist or paper screener.</li> <li>• Desk Audits:               <ul style="list-style-type: none"> <li>○ Panel of people who have been on different sides of the audit (someone who has been</li> </ul> </li> </ul>		



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	<p>through it and turned down, and someone who has been through it and approved)</p> <ul style="list-style-type: none"> <li>• Perhaps clarify committee member roles.</li> <li>• Plan further ahead.</li> </ul>		
<p><b>c. Training &amp; Tours – Date/Topic for Next Event</b></p>	<p>The committee reviewed ideas for the next event:</p> <ul style="list-style-type: none"> <li>• Interviewing</li> <li>• Desk Audit/Classification Study (with panelists)</li> <li>• Michael Arnoldus as EEO Facilitator</li> <li>• Fire Academy               <ul style="list-style-type: none"> <li>○ Kinds of emergencies</li> <li>○ Expected response</li> <li>○ What is CERT Training?</li> <li>○ EMT</li> <li>○ Tour</li> </ul> </li> <li>• Human Resources and the DAC               <ul style="list-style-type: none"> <li>○ Answers with Michael Arnoldus</li> <li>○ Safety</li> <li>○ Meet the people at the DAC</li> <li>○ Listing of DAC Employees</li> <li>○ Tour</li> </ul> </li> </ul>	<p>Review topic ideas and pick dates next time.</p>	<p>Committee</p>
<p><b>d. 2018 Classified Employee of the Year</b></p>	<p>Final selection committee meetings:</p> <ul style="list-style-type: none"> <li>• <u>Final Selection Committee Process Briefing</u>: Tues., Jan. 23, 2018, 10:00-11:00 a.m.</li> <li>• <u>Final Selection Meeting</u>: Thurs., Jan. 25, 2018, 10:00 a.m. to 12:00 p.m.</li> </ul> <p>For the final selection committee, represent the District from your college, do not push for your candidate.</p>	<p>Final Selection Committee to meet in January.</p>	<p>As scheduled.</p>
<p><b>e. Committee Budget</b></p>	<p>Look at calendar/budget to determine number of events to schedule this fiscal year. Budget may allow sponsorship of one or more committee members for 4C/SD conference.</p>	<p>Review calendar and budget.</p> <p>Consider attending 4C/SD.</p>	<p>Mr. Shanahan and Ms. Holst</p> <p>Committee members.</p>
<p><b>f. Supervisors' Training</b></p>	<p>Discuss next topic and set date for next Supervisors' Meeting.</p>	<p>Discuss again next time.</p>	<p>Committee</p>
<p><b>4. Next Meeting</b></p>	<p>Next meeting: 1:00 p.m. on January 8, 2018, at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]