



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**  
**September 7, 2016, at 10:00 a.m.; DAC – Lakin Board Room**

**In Attendance:** Eileen Crump, Michael Shanahan, Sophia Crocker  
**Via Skype:** Linda Robison, Matthew Moore, Sharon Oxford, Krista Mendelsohn,  
**Date Approved:** October 5, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 10:07 a.m.	N/A	N/A
<b>Approve 08/03/16 Meeting Minutes</b>	The minutes were approved without objection.	Finalize/add to webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<p><b>a. Training &amp; Tours</b></p> <ul style="list-style-type: none"> <li>• July 14, 2016 – VC</li> <li>• October 25, 2016 - OC</li> <li>• March 15, 2017 - MC</li> <li>• June 8, 2017 – VC (all day)</li> </ul>	<p><u>Date for Oxnard College Event – October 25</u></p> <ul style="list-style-type: none"> <li>• The next Training &amp; Tours will be October 25, before the Stedman Graham event. Breakfast at 8:30 a.m., campus tours, then the Graham event.</li> <li>• The committee will pay for breakfast, try to keep cost under \$1,000.00, and plan for 100.</li> <li>• Ms. Mendelsohn to get a quote from the Oxnard College Culinary Arts Program, discuss tour leaders with the Classified Senate Officers, and send the committee an update next week.</li> </ul> <p><u>Topics for March Training &amp; Tours</u></p> <ul style="list-style-type: none"> <li>• After discussion about timing during flex week, the committee decided to keep the March date.</li> <li>• Topics:               <ol style="list-style-type: none"> <li>1. Active Shooters</li> <li>2. Emergency Contacts</li> <li>3. Disruptive Students</li> </ol> </li> <li>• Mr. Shanahan will invite Chief Justice to discuss/show video on Active Shooters.</li> <li>• Ms. Crump will invite the Health Center Coordinators to present on BIT and Disruptive Students.</li> <li>• Proposed Agenda               <ul style="list-style-type: none"> <li>○ Start at 8:30 a.m. with breakfast</li> <li>○ 9:00 presentation: active shooter video and conversation (45 mins).</li> <li>○ Break</li> </ul> </li> </ul>	<p><u>October 25:</u> Get breakfast quote, discuss tours with Classified Senate Officers, update committee.</p> <p><u>March 15:</u> Invite Chief Justice to present on active shooters at March event.</p> <p><u>March 15:</u> Invite Health Center Coordinators to present on BIT/Emergency contacts and Disruptive Students.</p>	<p>Ms. Mendelsohn.</p> <p>Mr. Shanahan</p> <p>Ms. Crump</p>



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	<ul style="list-style-type: none"> <li>○ Presentation: BIT Team – To describe what they do, some examples, form, process (45 mins).</li> <li>○ Break</li> <li>○ Presentation: Disruptive Students (45 mins).</li> <li>○ Lunch</li> <li>○ Tours</li> </ul> <p><b>June 8, 2017</b> – Ideas for all-day retreat. Discuss again at next meeting.</p> <ul style="list-style-type: none"> <li>● Consider stress management, a proactive approach.</li> <li>● Personal improvement.</li> <li>● Mindfulness.</li> <li>● Mental and physical issues with stress.</li> <li>● Half of the day on mental and physical wellness/ balancing your work and home life.</li> <li>● Dealing with difficult co-workers or supervisors</li> <li>● Techniques you can use to help yourself (Tai Chi, meditation, stress ball).</li> <li>● Mental Health.</li> <li>● Proposed title: “It’s All About You.”</li> <li>● (Save your life, get off your seat!)</li> <li>● Keynote speaker?</li> <li>● Psychology instructors?</li> <li>● Lynda.com/TED Talk videos</li> <li>● Something outside – scavenger hunt.</li> <li>● Team-building exercises.</li> </ul>		
<b>b. Discuss Report to Board of Trustees</b>	The committee discussed the Board Report.	N/A	N/A
<b>c. Report to Personnel Commission</b>	Ms. Crocker and Ms. Ingley to report to the Personnel Commission in October.	Report at Personnel Commission Meeting.	Ms. Crocker Ms. Ingley
<b>d. Classified Employee of the Year 2017</b> <ul style="list-style-type: none"> <li>● Briefing Meeting Jan. 17, 11-12</li> <li>● Final Selection Meeting Jan. 19, 10-12</li> </ul>	Nominations are now open for the 2017 Classified Employee of the Year: <ul style="list-style-type: none"> <li>● <b>Briefing Meeting – Jan. 17 (11-12)</b></li> <li>● <b>Final Selection Meeting – Jan. 19 (10-12)</b></li> <li>● Reminder – e-mail               <ul style="list-style-type: none"> <li>○ Can work in groups because it is a lot.</li> <li>○ Make your best case.</li> </ul> </li> </ul>	Print additional brochures and send e-mail blast.  Remind Academic and Classified Senate Presidents to promote this program.	Ms. Holst  Committee Members



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	<ul style="list-style-type: none"> <li>• Print more brochures</li> <li>• Ask the Academic Senate Presidents and the Classified Senate Presidents to remind people about this.</li> <li>• Consider posting examples.</li> </ul>		
<b>e. Committee Budget</b>	<p>The committee reviewed the budget and will print additional Classified Employee of the Year brochures.</p> <p>Next time discuss items for the all-day event:</p> <ul style="list-style-type: none"> <li>• Giveaways, such as stress reliever items.</li> <li>• Keynote speaker, if needed.</li> </ul> <p>Discuss remaining FY budget.</p>	Update monthly.	Ms. Holst
<b>f. Training for Supervisors</b>	<p>September's L.E.A.D. workshop will discuss Investigation Training in a Title 9 Environment.</p> <p>In December, the L.E.A.D. topic will be Enrollment Management, and then Classified Supervisors will have Performance Management Training.</p>	N/A	N/A
<b>g. Personal Professional Development Plan</b>	There was insufficient time for this agenda item. Next meeting, discuss first.	N/A	N/A
<b>h. Lynda.com Visibility Campaign</b>	Next time, discuss this early in the meeting for additional time. Lynda.com will soon change to LinkedIn Learning. Access is now also available through the State Chancellor's Office. We might be able to save money by not paying for it here. We will send a note to Dave Fuhrmann about this.	<p>Get Lynda.com usage reports.</p> <p>Mr. Shanahan to ask Dave Fuhrmann about this.</p>	<p>Ms. Ward Mr. Moore</p> <p>Mr. Shanahan</p>
<b>i. Future Meeting Dates/Times</b>	The committee changed the meeting date/time to the first Wednesday of the month at 9:00 a.m.	Update website calendar.	Ms. Holst
<b>Next Meeting</b>	The meeting ended at 12:06 p.m. The next meeting will be October 5, 2016, at 9:00 a.m., in the Board Room at the DAC.	N/A	N/A

[Notes by Jennifer Holst]