



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
February 7, 2017, at 1:00 p.m.; DAC – Lakin Board Room**

**In Attendance:** Andrea Ingley, Michael Shanahan, Dr. Pamela Yeagley

**Via Skype:** Gilbert Downs, Krista Mendelsohn, Eric Lopez, Matthew Moore, Sharon Oxford

**Date Approved:** March 6, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:09 p.m.	N/A	N/A
<b>Approve 12/05/16 Meeting Minutes</b>	Approved without objection.	Finalize/add to webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. 2017 VCCCD Classified Employee of the Year</b>	The announcement will be made at the February Board Meeting. Mr. Shanahan thanked Ms. Mendelsohn for her work on the plaques. There may be some events to recognize the local winners.	N/A	N/A
<b>b. Committee Budget</b>	The following budget items were discussed: <ul style="list-style-type: none"> <li>Funds will not roll to next fiscal year.</li> <li>It was agreed to order plaques for previous two years' Classified Employee of the Year Runner-Ups</li> <li>Create permanent plaque for Classified Employee of the Year.</li> <li>Committee tee-shirts with lightbulb logo.</li> <li>Additional money for Training and Tours food: \$300 for March and \$500 for June breakfasts.</li> <li>June Training &amp; Tours giveaways</li> <li>Printing handouts</li> <li>Speakers' fees.</li> </ul>	Update monthly.	Ms. Holst
<b>c. Training &amp; Tours - March 15, 2017 Moorpark College</b>  <b>Safety In Service</b>	Planning continued for March Training & Tours. <ul style="list-style-type: none"> <li>Mr. Downs has reserved the EATM Lecture Hall, Zoo tour, and is lining up presenters, which has been difficult due to Spring Break.</li> <li>Handout to point people to the emergency plans on the website</li> <li>Handout extract of existing emergency plans.</li> <li>Ask Ms. Katy Lyon to discuss Workers Compensation pre-designation.</li> </ul>	Finalize presenters for March Training and Tours.	Mr. Downs



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	<ul style="list-style-type: none"> <li>We will wait on Dreamers until the Board issues something.</li> <li>Committee to fund the breakfast up to \$300.</li> </ul>		
<p><b>d. Training &amp; Tours - June 8, 2017</b> Ventura College</p> <p><i>It's All About You!</i></p>	<p>Planning continued for the all-day June Training and Tours event.</p> <p>The committee discussed Dr. Yeagley's resource list. It was recommended to name only the key references, broken down by those with a cost. Dr. Yeagely will revise as a handout and e-mail.</p> <p>Diane Froelich-was recommended as a presenter.</p> <p>Giveaways were discussed:</p> <ul style="list-style-type: none"> <li>Massage/stress balls</li> <li>Add insignias</li> <li>Tee-shirts (same as Get Moovin' get prices on the breathable/spf shirts)</li> <li>Lanyards, perhaps with USB</li> <li>Water Bottles</li> <li>Lunch box/bag (printed with portion sizes)</li> <li>Exercise band</li> <li>Myofacial items</li> </ul> <p>The committee also discussed door prizes:</p> <ul style="list-style-type: none"> <li>Reusable lunch bag</li> <li>Shopping bag</li> <li>Aluminum hydration bottles.</li> </ul> <p>Send ideas to Ms. Holst. Ms. Mendelsohn will get estimates.</p>	Continue discussion at next meeting.	Committee
<p><b>e. Training &amp; Tours – October __, 2017</b> Oxnard College</p> <p><b>f. Personal Professional Development Plans</b></p>	<p>The committee discussed promoting/explaining the PPDP, perhaps at October 2017 Training &amp; Tours.</p> <ul style="list-style-type: none"> <li>Develop PPDP benchmarks.</li> <li>Milestones/deliverables developed by the employee, hopefully with supervisor's support and knowledge.</li> </ul>	Discussion to continue at next meeting.	Committee



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	<ul style="list-style-type: none"> <li>• How to pitch to your boss.</li> <li>• How to prepare a PPDP/make it beneficial.</li> </ul> <p>Consider a theme of Careers: Enhance and Advance. The PPDP would be included in that. Those who have completed a PPDP could do a case study.</p>		
<b>g. 4C/SD Award Nominations</b>	<p>General membership list shows all our Colleges in Southwest II. We could submit under Innovative Activity and Outstanding Program. Ms. Mendelsohn will write a submission by February 17.</p>	<p>Ms. Mendelsohn will prepare a submission with assistance from Mr. Shanahan and Mr. Downs.</p>	
<b>h. Report to Personnel Commission</b>	<p>Ms. Ingley and Ms. Sophia Crocker presented to the Personnel Commission in January, mostly on Training and Tours. They really liked it. Personnel Commissioner King asked about how much work we do. Commissioner Manley expressed interest in attending Training and Tours. It was decided to invite the Personnel Commissioners.</p> <p>We had also previously discussed inviting the Board of Trustees to the June Retreat. Mr. Downs will add an invitation to the March Training and Tours for the Board in his February Board meeting report. As our Committee delegee, he will also send a formal invitation to the Chancellor and the Trustees to the two Training and Tours events.</p>	<p>Invite the Personnel Commissioners to the Training and Tours Events.</p> <p>Invite the Board of Trustees to the Training and Tours events.</p>	<p>Ms. Ingley</p> <p>Mr. Downs</p>
<b>i. Supervisors Training</b>	<p>Performance Management Training for supervisors was held on December 9, 2017, at the DAC. Some who wanted to attend were unable to. It was very beneficial, and good to sit with your counterparts. It was positive. Can we let people know our supervisors are doing this? We will have survey results next time.</p> <p>We need to talk about an HR newsletter to let people know that supervisors are receiving training at L.E.A.D., and holding them accountable for that.</p>	<p>Share survey information at next meeting.</p>	<p>Ms. Holst</p>
<b>Schedule Next Meeting</b>	<p>Meeting ended at 2:55 p.m. Next meeting scheduled for March 6, 2017, from 1-3 p.m. at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]