



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
August 7, 2017, at 1:00 p.m.; District Administrative Center**

**In Attendance:** Ashley Chelonis, Andrea Ingley, Michael Shanahan, Matthew Moore, Sharon Oxford

**Via Skype:** Eric Lopez

**Did Not Attend:** Tracie Bosket, Dr. Jennifer Clark, Gilbert Downs, Joe Esquivel, Olivia Long, Linda Fa'asua Robison, Marla Ward, Dr. Pamela Yeagley

**Date Approved:** September 11, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:07 p.m.	N/A	N/A
<b>Approval of Meeting Minutes</b>	July 10, 2017, meeting minutes were approved without objection.	Finalize and post copies to committee webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. Training &amp; Tours - June 8, 2017 Ventura College</b>	The committee decided to give the extra tennis balls from the June 8 Training & Tours to the <i>Get MOoVin'</i> program.	Give extra tennis balls to Benefits for <i>Get MOoVin'</i> .	Ms. Holst
<b>b. Training and Tours - October 27, 2017</b>  <i>Advance and Enhance</i>	The event has been confirmed for October 27, 2017. At Oxnard College in The Black Box.  The committee discussed a preliminary agenda.  8:30 a.m. Breakfast and <i>Epic Fails</i> Video 9:00 a.m. Growth Mindset with Q & A 9:30 a.m. Self-Reflective Exercise w/consultant John Acuff 10:30 a.m. CTE Tours <ul style="list-style-type: none"> <li>• Visit by Fire Technology</li> <li>• Automotive Technology/Auto Body &amp; Fender Repair</li> <li>• Culinary Arts/Restaurant Management/Hospitality Management</li> <li>• Dental Assisting/Dental Hygiene</li> </ul> 11:30 a.m. HR Presentation on Job Groups (brief overview of how tables are organized and what you'll find there) 11:45 a.m. Discussion at Job Groups/Interest Tables	Continue discussion next time.	Committee



Agenda Item	Notes	Action/Completion Timeline	Responsibility
	a. Student Services b. Business Services c. Administrative / Executive Support d. Technology e. Data f. Instructional Support g. Trades and Grounds  12:15 p.m. Working Lunch 1:00 p.m. End		
<b>Framework for Hosting Training and Tours Event</b>	Discuss again next time.	Add to next month's agenda.	Ms. Holst
<b>Committee Budget</b>	There was insufficient time for this item.	Discuss next time, including attendance and/or presentation at 4C/SD.	Committee
<b>Committee Membership</b>	There was insufficient time for this item.	Add to next month's agenda.	Ms. Holst
<b>2018 Classified Employee of the Year Program</b>	There was insufficient time for this item.	Add to next month's agenda.	Ms. Holst
<b>Classified Employee of the Year Perpetual Plaque Location</b>	After discussion, the committee decided the plaque should be in the Human Resources Department at the DAC.	Have plaque hung in the Human Resources Department.	N/A
<b>Committee Self-Appraisal</b>	There was insufficient time for this item.	Add to next month's agenda.	Ms. Holst
<b>Training for Supervisors</b>	There was insufficient time for this item.	Add to next month's agenda.	Ms. Holst
<b>Next Meeting</b>	The meeting ended at 3:04 p.m. The next meeting is scheduled for September 11, 2017, 1:00 p.m., at the DAC.	N/A	N/A

[Notes by Jennifer Holst]