CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
September 10, 2018, 1:00 p.m.; District Administrative Center

In Attendance: Laura Barroso, Michael Shanahan, Elizabeth Thompson, Felicia Torres, Maria Urenda
Via Skype: Joe Esquivel, Matthew Moore, Ornpawee Duangpun
Did Not Attend: Tracie Bosket, Celestina Chavez, Gilbert Downs, Ashley Chelonis, Linda Fa'asua, Eric Lopez, Amparo Medina, Janeene Nagaoka, Sharon Oxford
Date Approved: October 1, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. **Open Meeting**	The meeting began at 1:03 p.m.	N/A	N/A
2. **Minutes of August 6, 2018**	With the addition of Felicia Torres attending via Skype, minutes approved without objection.	Post to webpage.	Ms. Holst
3. **Final Minutes of July 2, 2018**	Included in agenda package.	N/A	N/A
4. **Open Discussion**			
a. **Training & Tours Fire Academy October 19, 2018** *READY, SET, GO EMERGENCIES @ WORK & @ HOME*	Discussion concerning renting chairs and tables. Mr. Esquivel to send contact information to Ms. Holst. If for presentations, square tables; if just for eating, round is ok. Follow up with Mr. Ketaily re scavenger hunt and prizes. Ms. Urenda will help with the swag bags. Survey is approved.	Finalize preparations for October Training & Tours.	Committee.
b. **Next Training & Tours February 22, 2019 Ventura College**	Networking/Talking with Colleagues/Functional Tables What are a Department's functions? Top 3 questions you get, or this is what the function is. Representative / supervisor from each area as facilitator. Facilitator for each table and facilitator for whole event. Functional orientations first. 15 minutes. 4 in one hour. Facilitators discuss what you do and why you exist. Next hour, visit two functional tables for 30 minutes each. Networking to share best practices and to meet your counterparts.	Discuss again next time.	Committee

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	• 1 hour of explaining • 1 hour of best practice sharing • 1 hour of touring Which functional areas are the most inclusive? • Payroll • Purchasing/Accounts Payable/Travel – what is Business Services? • Admissions & Records • Financial Aid • Counseling • Student Services Sector • Facilities/Maintenance • IT • Curriculum/Institutional Effectiveness • Facilities/Maintenance <u>Tours Ideas</u> • Certificate programs for workforce – partners with companies like Haas Automation, Edison, etc. Certificate of Competency – Non-Credit Program o Jason Robinson, Instructional Lab Tech, would be the Guide • Lester Tong Media Room • Diesel Mechanics • ASC-120 – CTE Lab Mr. Esquivel to send a tour description and reserve the Wright Event Center.		
c. LinkedIn Learning Campaign	Ms. Torres and Ms. Urenda to lead marketing project for LinkedIn Learning. Personal growth is the incentive. To begin with, just go there. Know that it is there, and use it.	Discuss again next time.	Committee

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	Campaign kickoff - Goal is highest utilization rate in the County for the District. Second, within each college, District office. Percent per capita. Maybe a joint partnership with college professional development committees. This committee's budget could pay for marketing, track the usage, set up the webpage. The colleges could hold orientation workshops. Ms. Torres and Ms. Urenda will give us the goals. Ask Dr. Pamela Yeagley, or IT, or LinkedIn Learning how to get our usage numbers.		
d. **2019 Classified Employee of the Year**	E-mail to all employees to go out. Ms. Holst asked State Chancellor's office about nominating a team. No response yet. Assume no unless we hear otherwise.	N/A	N/A
e. **Miscellaneous**	4C/SD Call for Proposals. If a proposal is accepted, the committee can discuss funding for the conference.	Review for possible proposals.	Committee
f. **Committee Budget**	The committee reviewed the budget status.	Standard agenda item.	Committee
5. **Next Meeting-1:00 p.m. on 10/01/18**	Meeting ended at 2:57 p.m.	N/A	N/A

[Notes by Jennifer Holst]