CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
December 3, 2018, 1:00 p.m.; District Administrative Center

In Attendance: Michael Shanahan, Elizabeth Thompson
Via Skype: Celestina Chavez, Gilbert Downs, Eric Lopez, Matthew Moore, Felicia Torres
Did Not Attend: Laura Barroso, Tracie Bosket, Joe Esquivel, Linda Fa'asua, Amparo Medina, Sharon Oxford, Maria Urenda
Date Approved: January 14, 2019

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:05 p.m.	N/A	N/A
2. Minutes of October 1, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Final Minutes – Sept. 10, 2018	Included in agenda package.	N/A	N/A
4. Open Discussion			
a. October 19, 2018 Training & Tours Oxnard College Fire Academy *READY, SET, GO - EMERGENCIES @ WORK & @ HOME*	• The committee reviewed evaluation feedback from the October 19, 2018, Training & Tours. • Overall seemed positive. • Issues included not enough time for presentations/insufficient bathroom breaks. • A suggestion to repeat in 18 months. • Many liked seeing the specialized programs for students and hearing from students directly.	N/A	N/A

b. February 22, 2019, Training & Tours at Ventura College
 	
HOW DO YOU DO IT? SHARING BEST PRACTICES
 	
• 8:30 a.m. Breakfast
• 8:50 a.m. Welcome by Ventura College President Damon Bell
• 9:00 a.m. Tours
  ○ Demonstration of Lester Tong Visualization Theatre A-Tech Lab (ASC-140) – Jason Robinson
  ○ Demonstration of Blue Machine Room Applied Sciences Learning Lab (ASC-120) – Grant Jones
	• Each moderator to prepare a list of conversation starters to get people to share.
	• Moderator writes down best suggestions and shares them later. Start off with every college is different, but if something is working we should look at it – best practice sharing.
	• Prepare desperation questions just in case - open-ended question to get people talking. Put question lists in Basecamp as soon as possible to share.
	• Take note of questions. You can get back with answers.
	• Ask students to talk 5-10 minutes during lab demonstrations.
		Discuss again next time.
		
		Post question lists in Basecamp.
			Committee
			
			Moderators

Agenda Item	Notes	Action/Completion Timeline	Responsibility

• 10:00 a.m. Walk to Wright Event Center
• 10:15 a.m. Functional Areas Orientations
• 10:45 a.m. Functional Areas Networking
  o Business Services – Beth Thompson/Terry Cobos
  o Student Workers – Gilbert Downs/Deb Brackley
  o Payroll – Cheryl Manley
  o Technology Tips Table – Grant Jones
  o Student Services – Felicia Torres
  o M&O/Events/Facilities – Joe Esquivel
• 12:15 p.m. Lunch
	• Have carts available to transport people if necessary from Applied Science Center to Wright Event Center.		

c. LinkedIn Learning Campaign	Postponed to next meeting.	Discuss next time.	Committee

d. 2019 Classified Employee of the Year	• In December, send finalist nominations to Ms. Holst.
	• Send Districtwide Selection Committee member names to Ms. Holst.
	  o Two from each location
	  o Did not serve on local selection committee (if there was one)
	• Districtwide Selection Committee meets on January 15, 2019, at 11:00 a.m., and January 17 at 10:00 a.m.
		Send finalist nominations and Districtwide Selection Committee member names to Ms. Holst by end of December	Classified Senate Presidents

e. 4C/SD Conference - March 6-8, 2019 Claremont, California	Committee members to let Mr. Shanahan know if interested in attending the annual conference.	Let Mr. Shanahan know if interested in attending.	Committee Members
f. Committee Budget	• Think about appropriate giveaway items for the all-day event. • Suggestion for shirts/sweatshirts with all locations listed. • *We ♥ Our Students* with the date/logo for tee-shirts.	Standard agenda item.	Committee
5. Next Meeting: 1:00 p.m. on January 14, 2019	Meeting ended at 2:47 p.m.	N/A	N/A

[Notes by Jennifer Holst]