



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
January 14, 2019, 1:00 p.m.; District Administrative Center

In Attendance: Laura Barroso, Michael Shanahan, Elizabeth Thompson, Felicia Torres, Maria Urenda
Via Skype: Celestina Chavez, Gilbert Downs, Eric Lopez, Matthew Moore, Sharon Oxford
Did Not Attend: Tracie Bosket, Joe Esquivel, Linda Fa'asua, Amparo Medina
Date Approved: February 4, 2019

| Agenda Item | Notes | Action/Completion Timeline | Responsibility |
|---|--|--|--|
| 1. Open Meeting | The meeting began at 1:04 p.m. | N/A | N/A |
| 2. Minutes of December 3, 2018 | Approved without objection. | Post to webpage. | J. Holst |
| 3. Final Minutes – October 1, 2018 | Included in agenda package. | N/A | N/A |
| 4. Open Discussion | | | |
| <p>a. February 22, 2019, Training & Tours at Ventura College</p> <p>HOW DO YOU DO IT? SHARING BEST PRACTICES</p> <ul style="list-style-type: none"> • 8:30 a.m. Breakfast in Applied Science Center Lobby • 8:50 a.m. Welcome by Ventura College President Damon Bell • 9:00 a.m. Tours <ul style="list-style-type: none"> ○ Demonstration of Lester Tong Visualization Theatre 3-D Lab (ASC-140) – Grant Jones ○ Demonstration of A-Tech Lab (ASC-120) – Jason Robinson • 10:00 a.m. Walk to Wright Event Center • 10:15 a.m. Functional Areas Orientations • 10:45 a.m. Functional Areas Networking <ul style="list-style-type: none"> ○ Business Services –Terry Cobos ○ Student Workers – Deb Brackley/Gilbert Downs ○ Payroll – Cheryl Manley ○ Technology Tips Table – Matthew Moore/Sharon Oxford ○ Student Services – Felicia Torres | <ul style="list-style-type: none"> • Gilbert Downs will help Felicia Torres with food. • Posters: 5 for the DAC, 20 posters per college. <p><u>Applied Science Center</u></p> <ul style="list-style-type: none"> • Breakfast in the Foyer • Damon Bell to do Welcome in the Foyer • Name tags at registration – two groups, for the two tours. With different colored dots or highlighters: <ul style="list-style-type: none"> ○ Blue for A-Tech Lab ○ Yellow for Lester Tong Room • Grant Jones to demonstrate Lester Tong Visualization Theater • Jason Robinson in the A-Tech Lab • Sharon Moore–discuss its use as active learning space. • Up to 20 minutes each. • Need volunteers to organize the switch. <p><u>Wright Event Center</u></p> <ul style="list-style-type: none"> • Set up for 60/at least 6 round tables for discussions/ lunch • A table to set up the food • Beth Thompson cannot come, so she will have someone else. • Matthew Moore/Sharon Oxford at Tech. Tips Table • All others are confirmed (check with Joe Esquivel) • Facilitators come prepared with seed questions | <p>Order food</p> <p>Confirm presenters</p> <p>Prepare name tags</p> | <p>F. Torres G. Downs</p> <p>F. Torres</p> <p>J. Holst</p> |



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| <ul style="list-style-type: none"> ○ M&O/Events/Facilities – Joe Esquivel ● 12:15 p.m. Lunch ● 1:00 p.m. End | <ul style="list-style-type: none"> ● Intros – 5 minutes each topic ● Option to switch every 15 minutes ● Time at the end to discuss what they learned? ● Have Question Cards for follow-up <p><u>Giveaway Ideas</u></p> <ul style="list-style-type: none"> ● VCCCD tee-shirts with a map on the back ● Send links to us for giveaways ● Mugs, cell phone holders, notebooks | | |
| <p>b. July Training & Tours at Oxnard College</p> | <p>Think of July all-day Training & Tours ideas. Michael Shanahan proposes <i>Changing Funding Formulas</i> with the Chancellor and David El Fattal.</p> | <p>Discuss again next time.</p> | <p>Committee</p> |
| <p>c. Lynda.com Campaign</p> | <ul style="list-style-type: none"> ● Access available through California Community Colleges Vision Resources Center ● Create video on how to register. ● Check with Lynda.com to get our usage data. ● Goal of 50% of classifieds registering. ● Create a flyer and webpage ● Aim for end of February for a kick-off ● Start tracking in March. ● Refer to content in the marketing ● Send J. Holst questions for a SurveyMonkey survey for what interests our employees ● At next Training & Tours, Felicia Torres to announce a teaser to watch for the e-mail. | <p>Get usage data from Lynda.com</p> <p>Send J. Holst questions for survey</p> <p>Create flyer, webpage, video on how to register</p> <p>Announce at Feb. Training & Tours</p> | <p>F. Torres M. Urenda</p> |
| <p>d. 2019 Classified Employee of the Year</p> | <ul style="list-style-type: none"> ● Districtwide Selection Committee meets Jan. 15 & 17 ● Chancellor notifies the four nominees, then J. Holst to update webpage and M. Shanahan to e-mail all employees | <p>Update webpage. Send out e-mail announcement</p> | <p>J. Holst M. Shanahan</p> |
| <p>e. 4C/SD Conference - March 6-8, 2019, Claremont, California</p> | <p>Gilbert Downs wants to attend. Funds to be moved to travel in budget for registration/lodging/mileage. Mr. Shanahan said the committee can sponsor two people, one from Oxnard College or Ventura College, and would consider three.</p> | <p>Let M. Shanahan know if you wish to attend.</p> | <p>Committee</p> |
| <p>f. Committee Budget</p> | <p>The committee reviewed the budget status.</p> | <p>Regular item.</p> | <p>Regular item.</p> |
| <p>5. Next Meeting: 1:00 p.m. on 2/4/19</p> | <p>Meeting ended at 2:47 p.m.</p> | <p>N/A</p> | <p>N/A</p> |

[Notes by Jennifer Holst]