



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
February 4, 2019, 1:00 p.m.; District Administrative Center

In Attendance: Michael Shanahan, Maria Urenda

Via Skype: Celestina Chavez, Gilbert Downs, Joe Esquivel, Sharon Oxford, Felicia Torres

Did Not Attend: Laura Barroso, Tracie Bosket, Linda Fa'asua, Eric Lopez, Amparo Medina, Matthew Moore, Elizabeth Thompson

Date Approved: April 1, 2019

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
2. Minutes of February 4, 2019	Approved without objection.	Post to webpage.	J. Holst
3. Final Minutes – January 14, 2019	Included in agenda package.	N/A	N/A
4. February 22, 2019, Training & Tours at Ventura College HOW DO YOU DO IT? SHARING BEST PRACTICES <ul style="list-style-type: none"> • 8:30 a.m. Breakfast in ASC Lobby • 8:50 a.m. Welcome • 9:00 a.m. Tours <ul style="list-style-type: none"> ◦ Lester Tong Visualization Theatre 3-D Lab Demo (ASC-140) – Grant Jones ◦ A-Tech Lab Demo (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/Tina Quigley ◦ M&O/Events/Facilities – Joe Esquivel/Susan Royer ◦ Payroll – Cheryl Manley ◦ Student Services – Felicia Torres ◦ Student Workers – Deb Brackley/Gilbert Downs ◦ Technology Tips Table – Matthew Moore/Sharon Oxford • 12:15 p.m. Lunch • 1:00 p.m. End 	<u>Final Preparations</u> <ul style="list-style-type: none"> • Dr. Bell is unavailable. Felicia Torres will ask Cathy Bojorquez or Damien Peña. • Presenters are confirmed. • Joe Esquivel is adding Susan Royer to his table. She books outside events. • Panera for breakfast. Jersey Mike's for lunch. Gilbert Downs will assist with procurement card. <u>Giveaway Ideas</u> <ul style="list-style-type: none"> • Logo notebooks at the Wright Event Center. 	Confirm who to give Welcome at Ventura College Order logo notebooks	F. Torres J. Holst
5. July Training & Tours at Oxnard College	Think of ideas for topics for July all-day Training & Tours.	Discuss again next time.	Committee
6. Lynda.com Campaign	Felicia Torres and Maria Urenda are still working on this and hope to prepare a flyer to distribute at the	Discuss again next time.	F. Torres M. Urenda



<http://www.vcccd.edu/departments/human-resources/professional-development/classified-professional-development-committee>

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	February Training & Tours. They will discuss with marketing.		
7. 2019 Classified Employee of the Year	Consider if people who submitted the nominations could also be recognized at the Board meeting.	Under consideration.	Michael Shanahan
8. 4C/SD Conference - March 6-8, 2019, Claremont, California	Gilbert Downs wants to attend and will submit travel request paperwork as soon as possible.	N/A	N/A
9. Committee Budget	The budget status report has not changed since the last meeting.	Regular item.	Regular item.
10. Next Meeting: 1:00 p.m. on 2/4/19	Meeting ended at 1:54 p.m.	N/A	N/A

[Notes by Jennifer Holst]