



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
August 3, 2016, at 1:00 p.m.; DAC – Lakin Board Room

In Attendance: Eileen Crump, Michael Shanahan
Via Skype: Gilbert Downs, Eric Lopez, Matthew Moore,
Date Approved: September 7, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:08 p.m. Welcome to Eileen Crump from Ventura College.	N/A	N/A
Approve 07/06/16 Meeting Minutes	Without objection, the minutes were approved.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. Training & Tours <ul style="list-style-type: none"> • July 14, 2016 – VC • October 21, 2016 - OC • March 15, 2017 - MC • June 8, 2017 – VC (all day) 	<u>Review Ventura College Event on July 14, 2016</u> <ul style="list-style-type: none"> • Over 100 people attended. • The committee thanks Ventura College for the excellent location, the tours, and the food. Everything was top-notch. • Mr. Moore appreciated the Student Workers presentation. <u>Review Evaluations in Class Climate</u> <ul style="list-style-type: none"> • There were good and bad comments about the discussion of Millennials. Some felt it was condescending. • Setting goals for student workers was a good suggestion. • Stress Management seems to have interest as a topic. • More Banner training. • Put the text feedback on the next agenda for selecting future Training & Tours topics. <u>Topics for October 21 Event at Oxnard College.</u> <ul style="list-style-type: none"> • Mr. Shanahan shared that Stedman Graham approached his friend Dr. Luskin. Mr. Graham is a corporate speaker, author, and motivator who wants to present to academia. In Chancellor’s Cabinet, a College President suggested him for Training & Tours. As the discussion ensued, it became evident it should be more than just Classified employees as the intended audience, as Mr. Graham wants to address faculty and students. 	Add the evaluation text feedback to agenda for review at next meeting.	Ms. Holst
b. Committee Logo	The committee reviewed and approved the revised logo.	Add to website.	Ms. Holst



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c. August Report to Board of Trustees	The committee reviewed the draft report for the August Board of Trustees' Meeting.	Report to Board of Trustees at August meeting.	Ms. Oxford and Mr. Esquivel
d. Report to Personnel Commission	Ms. Crocker and Ms. Ingley will present the same report to the Personnel Commission in September.	Report at Personnel Commission Meeting.	Ms. Crocker Ms. Ingley
e. Classified Employee of the Year 2017	The brochure was printed and sent out to the four sites. As sites select their representatives to the final selection meeting, please note these dates: Briefing Meeting on January 17, 11-12 ; and Final Selection Meeting on January 19, 10-12 . Ms. Holst will update the webpage with this year's information.	Ms. Holst.	Ms. Holst
f. Committee Budget	The committee reviewed the budget spreadsheet. Breakfast at the Training & Tours events will be paid by the colleges. Lunch will be paid from the committee budget. Mr. Shanahan and Ms. Holst will provide monthly budget updates.	Update committee budget spreadsheet monthly.	Ms. Holst
g. Training for Supervisors	Mr. Shanahan reported that we will be scheduling training specifically for supervisors in Performance Management within the next couple of months.	N/A	N/A
h. PPDP Tracking	Ms. Holst was informed IT cannot track HR Tools downloads.	N/A	N/A
i. Lynda.com Visibility Campaign	Ms. Ward is looking into getting usage reports this. Mr. Moore will also see what he can access.	Try to get Lynda.com usage reports.	Ms. Ward Mr. Moore
Next Meeting	Meeting ended at 3:06 p.m. The next meeting is set for September 7, 2016, at 1:00 p.m., in the Board Room at the DAC.	N/A	N/A

[Notes by Jennifer Holst]