




**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
November 7, 2016, at 1:00 p.m.; DAC – Lakin Board Room**

**In Attendance:** Andrea Ingley, Michael Shanahan, Dr. Pamela Yeagley  
**Via Skype:** Tracie Bosket, Ashley Chelonis, Joe Esquivel, Eric Lopez, Sharon Oxford  
**Date Approved:** December 5, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:06 p.m.	N/A	N/A
<b>Approve 10/05/16 Meeting Minutes</b>	Minutes approved without objection.	Finalize/add to webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. Personal Professional Development Plan (PPDP)</b>	The committee discussed building a budget to advance PPDP program. Suggestions included: 1. Create brochure/Banner alert to send brochure when an employee has been here a year. 2. The committee wants to work on a pre-supervisory development program.	Discuss again at next meeting.	Committee
<b>b. Employee Assistance Program</b>	Empathia EAP is not a Classified employee benefit.		
<b>c. Training &amp; Tours Logo</b>	Use this logo: 	N/A	N/A
<b>d. Training &amp; Tours - March 15, 2017 – Moorpark College</b>	Topics: 1. Active Shooters – Chief Justice 2. Emergency Contacts 3. Disruptive Students 4. Title IX and the Classified Service – perhaps ask Jennifer Kalfsbeek-Goetz • Dr. Yeagley to ask Health Center Coordinators to present on BIT/Disruptive Students. • Mr. Lopez to ask Sharon Manakas about a BIT Team presentation and resources available to staff, and he will ask Jennifer Kalfsbeek-Goetz re Title IX & the Classified Service, and David Anter. • Ms. Ingley suggested David Bransky.	Contact Chief Justice.  Ask Health Center Coordinators to present on BIT/disruptive students.  Ask Jennifer Kalfsbeek-Goetz about presenting on Title IX and the Classified Service.	Mr. Shanahan  Dr. Yeagley and Mr. Downs  Mr. Downs
<b>e. Training &amp; Tours - June 8, 2017 – Ventura College (all day)</b>	1) Keynote Address – Work/Life Balance (45 mins) 2) Self-Massage (15 min)	Contact Ventura College Tai Chi/yoga instructors,	Mr. Esquivel



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<b>Topic: “It’s All About You!”</b>	3) The Science Of Stress (45 mins) a) Mr. Esquivel to contact Lucy Capuana or Sandy Milton. 4) Get Off Your Seat. Discussion/activity (30 mins) a) Mr. Shanahan to ask Lisa Sorensen for an ergonomic person, or Ms. Ingley and Dr. Yeagley may know someone (Brina Maggio). 5) Breathing Exercise (15 mins) 6) Mindfulness/Meditation (30 mins) 7) Lunch –Nutrition/mindful eating speaker (1 hr) 8) Walk To/Tour Athletic Facilities (30 mins) 9) Wellness Presentation – how to use the facilities. 10) Tai Chi (30 mins) a) Mr. Esquivel to ask yoga class instructor. 11) Return to Wright Event Center (15 mins) 12) Wellness Team-Building Exercise (30 mins) 13) Open Discussion, Plan Next Year, Feedback (30 mins) <hr/> <ul style="list-style-type: none"> <li>• Mr. Esquivel to reserve the spaces.</li> <li>• Mr. Shanahan to contact Kathy Espinoza of Keenan.</li> <li>• Kaiser/nutrition speakers - Ms. Ingley to ask Katy Lyon.</li> <li>• Let Mr. Shanahan/Ms. Holst know as you get commitments, for addition to the list.</li> <li>• Look for apps and free resources to compile.</li> </ul>	name of a mindfulness instructor, also Lucy Capuana or Sandy Milton for science of stress.  Call health office to see who does meditation for students.  Ms. Mendelsohn to contact Oxnard College faculty members teaching yoga and Tai Chi.  Mr. Shanahan, Ms. Ingley and/or Dr. Yeagley to contact ergonomic experts.  HR to ask Get MOoVin’ coordinators about logo giveaways.  Create list of wellness apps/resources  Ms. Ingley to ask Katy Lyon about Kaiser/nutrition speakers.  Invite Trustees as guests.	Mr. Downs  Ms. Mendelsohn  Mr. Shanahan, Ms. Ingley and/or Dr. Yeagley  Mr. Shanahan, Ms. Holst  Committee  Ms. Ingley  Unassigned
<b>f. Report to Personnel Commission</b>	Ms. Crocker and Ms. Ingley will report to the Personnel Commission in November.	Report at Personnel Commission Meeting.	Ms. Crocker Ms. Ingley
<b>g. Classified Employee of the Year 2017</b> <ul style="list-style-type: none"> <li>• Briefing Meeting Jan. 17, 11-12</li> <li>• Final Selection Meeting Jan. 19, 10-12</li> </ul>	Nominations open for 2017 Classified Employee of the Year: <ul style="list-style-type: none"> <li>• E-mail reminder on 11/21/16</li> <li>• Briefing Meeting – Jan. 17 (11-12)</li> <li>• Final Selection Meeting – Jan. 19 (10-12)               <ul style="list-style-type: none"> <li>○ 2 people from each location</li> </ul> </li> </ul>	Send e-mail reminder about submissions.	Ms. Holst



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<b>h. Committee Budget</b>	The following budget proposals were discussed: <ul style="list-style-type: none"> <li>• Personal plaques for all nominees</li> <li>• Permanent plaque</li> <li>• Two more Training and Tours events</li> <li>• \$2,000-3,000 for June Training &amp; Tours food</li> <li>• Breakfast paid by the college.</li> <li>• \$1,000-\$1,500 for June Training &amp; Tours giveaways               <ul style="list-style-type: none"> <li>○ Stress balls</li> <li>○ Self-massager</li> <li>○ T-Shirt</li> </ul> </li> <li>• Printing handouts</li> <li>• Speakers' fees.</li> </ul>	Update monthly.	Ms. Holst
<b>i. Training for Supervisors</b>	L.E.A.D.- December 9, 2016 <ul style="list-style-type: none"> <li>• DAC: Performance management training for supervisors</li> <li>• MC: Enrollment management. To start developing a common view of what enrollment management means.</li> </ul>	N/A	N/A
<b>j. Lynda.com/LinkedIn Learning</b>	<ul style="list-style-type: none"> <li>• Consideration of a future Training &amp; Tours campaign for Professional Learning Network.</li> <li>• Suggest HR Analysts map out the job families by September.</li> <li>• Review tools we have to help people figure out where they want to be, how they would get the skills and the experience for what they need to get to a position, what careers tools exist and how to use them.</li> <li>• Ms. Ingley to look for strengths finder, or self-tester.</li> <li>• Other ideas:               <ul style="list-style-type: none"> <li>a. Mindful career building.</li> <li>b. Online learning: build a curriculum</li> <li>c. Ties in with the PPDP</li> </ul> </li> </ul>	Continue discussion at next meeting.	Committee
<b>Schedule Next Meeting</b>	The meeting ended at 2:35 p.m. Future meetings set for first Monday of the month at 1-3, in the DAC Board Room. Next meeting Monday, December 5, 1-3 p.m.	N/A	N/A

[Notes by Jennifer Holst]