



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
December 5, 2016, at 1:00 p.m.; DAC – Lakin Board Room**

In Attendance: Andrea Ingley, Michael Shanahan, Dr. Pamela Yeagley, Sophia Crocker
Via Skype: Gilbert Downs, Krista Mendelsohn, Eric Lopez, Matthew Moore, Sharon Oxford
Date Approved: February 7, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:07 p.m.	N/A	N/A
Approve 10/05/16 Meeting Minutes	Dr. Yeagley moved to approve with correction. Minutes with correction approved without objection.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. Personal Professional Development Plan (PPDP)	The committee discussed promoting/explaining the PPDP, perhaps via October 2017 Training & Tours. <ul style="list-style-type: none"> Develop PPDP benchmarks. Milestones/deliverables developed by the employee, hopefully with supervisor's support and knowledge. How to pitch to your boss. How to prepare a PPDP/make it beneficial. 	Continue discussion at the next meeting.	Committee
b. Training & Tours - March 15, 2017 – Moorpark College <i>Safety In Service</i>	Planning continued for March Training & Tours. <ul style="list-style-type: none"> Mr. Downs reserved PAC, Zoo tour, and is working to line up presenters. Handout to point people to the emergency plans on the website Handout of extracts of the existing plans. Ask Ms. Katy Lyon to discuss Workers Compensation pre-designation. 	Mr. Downs to work on schedule presenters. Continue discussion at next meeting.	Mr. Downs Committee
c. Training & Tours - June 8, 2017 – Ventura College <i>It's All About You!</i>	Planning for June Training and Tours. <ol style="list-style-type: none"> Keynote Address – Work/Life Balance (45 mins) Self-Massage (15 min) The Science Of Stress (45 mins) <ol style="list-style-type: none"> Mr. Esquivel to contact Lucy Capuana or Sandy Milton. Get Off Your Seat. Discussion/Activity (30 mins) Breathing Exercise (15 mins) Mindfulness/Meditation (30 mins) Lunch –Nutrition/mindful eating speaker (1 hr) 	Continue discussion at next meeting.	Committee



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	<p>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)</p> <ul style="list-style-type: none"> • For Get Off Your Seat: Breena Maggio (breena@alignmentbeach.com 805-642-9900). She owns Body Education & Alignment Center for Health (BEACH). • Ms. Lyon is contacting Keenan to ask Kathy Espinoza. • Send Mr. Esquivel proposed schedule. He will ask about facilities tour, Yoga, Tai-Chi presentations. • Ms. Mendelsohn - Athletic Director and Health Education/PE-Athletics instructors have approached them. She will also ask about Nutrition, Yoga and Tai Chi instructors at Oxnard College, just in case. Breathing exercise by new PE instructor. We could also ask Trustee Blum to talk about lifelong fitness, after we have a more specific agenda. • Wellness Presentation – Mr. Moore to ask Maureen Eliot. • Ask presenters for handouts on what people can do on their own. • Remove wellness team-building exercise. • Stagger athletic facilities tours. • Retrospective presentation on last year of Training & Tours. Ms. Crocker and Ms. Ingley. • Include networking time? Discuss what you want to see in Training & Tours. Groups of 5 get together and talk. Give assignment at start of the day to find a team - counterparts at the other locations who are doing same job. 		



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	<ul style="list-style-type: none"> • Create a brochure. • Dr. Gillespie is willing to pay for breakfast. 		
d. Report to Personnel Commission	To be done on Monday, December 19, 2016.		
e. 2017 VCCCD Classified Employee of the Year	Briefing Meeting January 17/Final Selection Meeting January 19. Let Ms. Holst know final committee members' names.	Give committee names to Ms. Holst.	Classified Senate representatives.
f. Committee Budget	<p>The following budget proposals were discussed:</p> <ul style="list-style-type: none"> • Plaques for all nominees: <ul style="list-style-type: none"> ○ \$75 for VCCCD Classified Employee of the Year ○ \$50 for the other three (as site winners) ○ Ms. Mendelsohn will work with Custom Printing & Engraving. • Ms. Holst to ask if budget carries over. • Committee tee-shirts with lightbulb logo. • Permanent plaque for Classified Employee of the Year. • Two Training and Tours events • \$2,000-3,000 for June Training & Tours food • \$1,000-\$1,500 for June Training & Tours giveaways <ul style="list-style-type: none"> ○ Stress balls ○ Self-massager ○ T-Shirt • Printing handouts • Speakers' fees. 	Update monthly.	Ms. Holst
g. Training for Supervisors	L.E.A.D. Performance Management training for Supervisors will take place on December 9, 2016.		
h. LinkedIn Learning	State Chancellor now provides subscription. Moorpark College used "Strengths Finder," and found it positive. Consider future Training & Tours: mindful career mapping, building online curriculum, connecting to PPDP.	Continue discussion at next meeting.	Committee.
Schedule Next Meeting	No January meeting. Next meeting later set for February 7, 2017, at 1:00 p.m. Ms. Holst to send meeting invitations for all of 2017.	Send out future meeting invitations.	Ms. Holst

[Notes by Jennifer Holst]