



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
March 6, 2017, at 1:00 p.m.; DAC – Lakin Board Room**

**In Attendance:** Sophia Crocker, Joe Esquivel, Andrea Ingley, Michael Shanahan

**Via Skype:** Ashley Chelonis, Gilbert Downs, Eric Lopez, Krista Mendelsohn, Matthew Moore, Sharon Oxford, Linda Fa'asua Robison

**Date Approved:** June 5, 2017

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 February 7, 2017, Meeting Minutes</b>	Approved without objection and with correction that Sophia Crocker did not attend the previous meeting.	Finalize/add to webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. Training &amp; Tours - March 15, 2017 Moorpark College</b>  <i>Safety In Service</i>	Planning continued for March Training & Tours. <ul style="list-style-type: none"> <li>Mr. Downs is finalizing presenters.</li> <li>The committee liked the event poster.</li> <li>Dr. Yeagley will prepare feedback survey with consistency of questions.</li> <li>Mr. Downs/Ms. Holst will collect RSVPs.</li> </ul>	Finalize preparations for March Training and Tours.	Mr. Downs, Dr. Yeagley, Ms. Holst
<b>b. Training &amp; Tours - June 8, 2017 Ventura College</b>  <i>It's All About You!</i>	Planning continued for the June Training and Tours, including giveaways and presenters. Committee members should send ideas to Ms. Holst. Ms. Mendelsohn will get estimates for logo giveaways.	Continue discussion at next meeting.	Committee
<b>c. Training &amp; Tours – October 2017 at Oxnard College</b>	The committee discussed promoting/explaining the PPDP at the October 2017 Training & Tours.	Discussion to continue at next meeting.	Committee
<b>Training and Tours Functioning Responsibility</b>	Mr. Downs to prepare a checklist of items to be done to prepare for a Training and Tours event, including: <ul style="list-style-type: none"> <li>Advertising</li> <li>Create/distribute flyer</li> <li>Invitations</li> <li>RSVPs</li> <li>Evaluations – Sending out Link</li> <li>Food</li> </ul>	Prepare Training and Tours functional checklist.	Mr. Downs
<b>Committee Budget</b>	The committee discussed budget items, including: <ul style="list-style-type: none"> <li>Mileage/lunch payment for a committee member to accept 4C/SD award at their meeting in Claremont.</li> <li>Additional giveaway items/food for June Training and Tours.</li> </ul>	Discussion will continue at next meeting.	Committee



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<b>d. Supervisors Training</b>	The committee reviewed post-event survey comments from December training for supervisors, including request for follow-up training on preparing evaluations and how to present a problem. Respondents expressed need for practical experience. Discuss future supervisors' training again next time.	Discussion will continue at next meeting.	Committee
<b>Schedule Next Meeting</b>	Meeting ended at 2:50 p.m. Next meeting scheduled for April 3, 2017, from 1-3 p.m. at the DAC.	N/A	N/A

[Notes by Jennifer Holst]