



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING**  
**April 3, 2017, at 1:00 p.m.; DAC – Lakin Board Room**

**In Attendance:** Sophia Crocker, Joe Esquivel, Andrea Ingley, Michael Shanahan/**Via Skype:** Ashley Chelonis

**Date Approved:** June 5, 2017

<b>Agenda Item</b>	<b>Notes</b>	<b>Action/Completion Timeline</b>	<b>Responsibility</b>
<b>Open Meeting</b>	The meeting began at 1:03 p.m.	N/A	N/A
<b>Open Discussion Items</b>			
<b>a. 4C/SD Innovative Activity Award</b>	Ms. Chelonis volunteered to present to the Board of Trustees concerning the 4C/SD Innovative Activity Award. Next year a committee representative should attend the conference. The committee should submit applications for other awards next year. This raises the District's statewide visibility and is good for our next Accreditation report.	Present 4C/SD Innovative Activity Award at April Board of Trustees Meeting  Consider attending 4C/SD Conference next year.	Ms. Chelonis  Committee.
<b>b. Training &amp; Tours - March 15, 2017 Moorpark College  Safety In Service</b>	The committee discussed the March Training and Tours event. The consensus of those in attendance and the feedback received was that it went well.	N/A	N/A
<b>c. Training &amp; Tours - June 8, 2017 - Ventura College  It's All About You!</b>	The committee reviewed and discussed giveaways and plans for the June Training and Tours event. The committee decided to hold a special Skype meeting later in the month to continue planning for the June Training and Tours event.	Continue discussion at next meeting.	Committee
<b>d. Training &amp; Tours – October 2017 at Oxnard College</b>	The committee postponed discussion of the October 2017 Training & Tours event until a later date when more people are present. It was suggested that the committee consider creating an endorsed playlist for pre-supervisors for the October Training and Tours, to be watched before the event.	Discussion to continue later.	Committee
<b>e. 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.	Prepare Training & Tours functional checklist.	Mr. Downs
<b>f. Supervisors/Pre-Supervisors Training</b>	Continue discussion at next meeting.	Discussion will continue at next meeting.	Committee
<b>g. Committee Feedback</b>	The committee should do a self-evaluation like other District committees complete.	Get committee survey from Ms. Rambo.	Ms. Holst
<b>Schedule Next Meeting</b>	Meeting ended at 2:25 p.m. A special Skype meeting was scheduled for April 10, 2017, from 1-3 p.m. at the DAC.	N/A	N/A

[Notes by Jennifer Holst]