



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
April 10, 2017, at 1:00 p.m.; Skype Meeting**

In Attendance: Michael Shanahan

Via Skype: Tracie Bosket, Sophia Crocker, Andrea Ingley, Krista Mendelsohn, Matthew Moore, Sharon Oxford, Michael Shanahan, Dr. Pamela Yeagley

Date Approved: May 1, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:00 p.m.	N/A	N/A
Open Discussion Items			
a. Training & Tours - March 15, 2017 Moorpark College <i>Safety In Service</i>	Ms. Holst is working with Corner Bakery's manager on a partial refund because food order was incorrect/arrived late. Refund will go back into the budget when received. The expected amount is \$364.35.	Work with Corner Bakery on refund.	Ms. Holst
b. Training & Tours - June 8, 2017 Ventura College <i>It's All About You!</i>	<ul style="list-style-type: none"> • Agenda: <ul style="list-style-type: none"> ○ Breena Maggio will present on <i>Get Off Your Seat</i> ○ Mr. Shanahan/Ms. Holst to send e-mail to Ms. Griego to thank her for being willing to present. ○ Mindfulness/Meditation – Ask Mr. Esquivel to line up a speaker, or arrange something else. ○ Mr. Shanahan/Ms. Holst to confirm with Mr. Esquivel that someone can give gym facilities orientation. ○ Speaker on Health and Wellness during lunch - Ms. Mendelsohn to reach out to instructors/others with more specific information. There will be no honorarium. • Printing of agenda/handouts – Ms. Holst to check with Kerry Mehle re printing. We must have items by May 25. • Plan for 120 attendees. • Giveaways <ul style="list-style-type: none"> ○ Jute tote bags – 120 @ \$5.79, set \$50, plus \$25 per color for 4-color 	Mr. Shanahan/Ms. Holst send e-mail to Brenda Griego thanking her for willingness to present. Ms. Holst to check with Mr. Esquivel re speaker on Mindfulness / Meditation, and on presenters re using gym facilities. Ms. Mendelsohn will work on finding a speaker on Health & Wellness during lunch. Mr. Shanahan/Ms. Holst to order tennis balls, workout towels, workout bands, notepads, water bottles.	Committee



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	<p>logo.</p> <ul style="list-style-type: none"> ○ Pens – Ms. Mendelsohn will find out about ordering 250 logo pens. ○ Exercise Bands – 7lb, 20 inch (including downloadable pdf with instructions) Yellow – approximately \$500 – Mr. Shanahan/Ms. Holst will order the bands. ○ Workout Towels/Tennis Balls/Water Bottles – Mr. Shanahan/Ms. Holst will purchase. ○ Notepads – Mr. Shanahan/Ms. Holst will order from Kerry Mehle. 	<p>Ms. Mendelsohn to investigate ordering pens and bags with logo.</p> <p>Continue discussion at next meeting.</p>	
Next Meeting	Meeting ended at 2:08 p.m. Next meeting scheduled for May 1, 2017, from 1-3 p.m. at the new DAC in Camarillo.	N/A	N/A

[Notes by Jennifer Holst]