



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
October 2, 2017, at 1:00 p.m.; District Administrative Center**

In Attendance: Ashley Chelonis, Janeene Nagaoka, Michael Shanahan

Via Skype: Dr. Jennifer Clark, Matthew Moore, Sharon Oxford, Linda Fa'asua Robison, Dr. Pamela Yeagley

Did Not Attend: Tracie Bosket, Gilbert Downs, Olivia Long, Eric Lopez, Joe Esquivel, Andrea Ingley

Date Approved: November 6, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
2. Review Meeting Minutes of September 11, 2017	Approved without objection.	Post to committee webpage.	Ms. Holst
<p>a. Training and Tours - October 27, 2017 Oxnard College, Condor Café</p> <p>Advance and Enhance</p> <p>8:30 a.m. Breakfast and <i>Epic Fails</i> Video 9:00 a.m. Mindset – Ashley Chelonis 9:30 a.m. Self-Reflective Exercise/Discussion 10:30 a.m. CTE Tours</p> <ul style="list-style-type: none"> a. Visit by Fire Technology b. Automotive Technology/Auto Body & Fender Repair c. Culinary Arts/Restaurant Management/Hospitality Management d. Dental Assisting/Dental Hygiene <p>11:30 a.m.-12:30 p.m. Introduction to Job Groups – Michael Shanahan Discussion at Job Groups/Interest Tables</p> <ul style="list-style-type: none"> a. Student Services b. Business Services c. Administrative/Executive Support d. Technology/Data e. Instructional Support e. Trades and Grounds <p>12:00 p.m. Working Lunch 1:00 p.m. End</p>	The committee discussed and planned the final details for the October Training & Tours program at Oxnard College.	<p>Prepare Epic Fails video.</p> <p>Review VIA website for self-reflective exercise.</p> <p>Look at the VIA materials pricing for future use.</p> <p>Confirm all tours.</p> <p>Review job groups and arrange for HR to staff the tables to answer questions.</p> <p>Send out invitations for Training & Tours</p> <p>Prepare evaluation and send link to Ms. Holst.</p>	<p>Mr. Moore</p> <p>Ms. Chelonis/Mr. Shanahan</p> <p>Mr. Shanahan/Ms. Holst</p> <p>Dr. Clark</p> <p>Ms. Ingley/Mr. Shanahan</p> <p>Ms. Holst</p> <p>Dr. Yeagley</p>
Training & Tours Functioning Responsibility	Dr. Yeagley prepared a draft Training & Tours Functioning Responsibility checklist.	Review before next meeting.	Committee



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Committee Budget	<p>For Training & Tours, budget \$1,500 for each event each for meals, \$2,000 for the all-day event. \$1,000 for lunch for each.</p> <p>Remaining money should be moved to Travel and Conferences. Consider sponsoring more attendees/presenters at 4C/SD next year.</p>	Update committee budget.	<p>Ms. Holst</p> <p>Committee</p>
Committee Membership	The committee discussed membership, including the college professional development committees each sending one representative to the committee.	Mr. Shanahan to discuss with the college professional development committees.	Mr. Shanahan
2018 Classified Employee of the Year	<p>Final selection committee meetings are scheduled. Classified Senate Presidents and DAC Committee Representatives to send Final Selection Committee member names to Ms. Holst by mid-November.</p> <ul style="list-style-type: none"> • <u>Final Selection Committee Process Briefing</u>: Tues., Jan. 16, 2018, 10:00-11:00 a.m. • <u>Final Selection Meeting</u>: Thurs., Jan. 18, 2018, 10:00 a.m. to 12:00 p.m. 	Send final selection committee member names to Ms. Holst as soon as possible but no later than mid-November.	Classified Senate Presidents and DAC Committee Representatives
Supervisors' Training	Mr. Shanahan to consider buying FRISK books and providing FRISK training for Supervisors.	Research FRISK book and training costs.	Mr. Shanahan
Miscellaneous	Committee members welcome to send items for future agendas.	Send to Ms. Holst.	Committee
Next Meeting	Finished at 3:02 p.m. Next meeting scheduled for November 6, 2017, 1:00 p.m., at the DAC.	N/A	N/A

[Notes by Jennifer Holst]