



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
January 22, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Ashley Chelonis, Andrea Ingley, Amparo Martinez, Michael Shanahan, Maria Urenda

Via Skype: Joe Esquivel, Eric Lopez, Sharon Oxford, Dr. Pamela Yeagley

Did Not Attend: Tracie Bosket, Gilbert Downs, Linda Faasua, Janeene Nagaoka

Date Approved: February 12, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
2. Minutes of December 4, 2017	Approved without objection.	Post to webpage.	Ms. Holst
3. Open Discussion			
a. Training & Tours Events Responsibility Checklist	Discussion of proposed checklist revisions. <ul style="list-style-type: none"> • Add requisition completion information. • Add notice from management about attending, at least 8 weeks in advance. • Map out entire year's programs in advance. • Schedule only three Training & Tours events per year. • Share feedback with management to increase support for events and attendance. • Add Responsible Party beside each item. • Add order giveaway items. Send any other suggestions to Ms. Holst or Mr. Shanahan.	Review next time.	Committee
b. Training & Tours – Date/Topic for Next Event	The Committee members discussed the next Training & Tours event and developed a proposed agenda. <i>Who is HR? Interviewing, and Out-of-Class</i> 8:30 - <u>Breakfast</u> <ul style="list-style-type: none"> • Funny videos/funny resumes 9:00 - <u>Interviewing</u> (90 minutes) <ul style="list-style-type: none"> • Interview techniques/our process/common problems/things to remember (45 min. presentation - Andrea Ingley) • Mock interviews • Giving Specific Examples • Unconscious bias ?? 	Continue planning event next time.	Committee



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	<ul style="list-style-type: none"> • This is a competition • Research the job <p>10:30 – Break</p> <p>10:45 – <u>Out-of-Class</u> presentation by Michael Arnoldus (20-30 mins. of content, then questions – total of 45 mins.)</p> <ul style="list-style-type: none"> • Handout • (timeline/process/why they fail/challenges/what to make sure you are doing) • General Process Questions <p>11:30 – <u>DAC Tour</u> (45 minutes) meet key people</p> <p>12:15 - <u>Lunch/Meet HR Staff/General HR Q & A</u></p> <ul style="list-style-type: none"> • Photo Slides for HR staff members (45 minutes) <p>1:00 – End</p> <p>Order food for breakfast and lunch</p> <p>Suggest Michael Arnoldus share the best questions he has ever received. Discuss biggest issues with hiring, questions/problems.</p> <p>For tour - plaques indicating what we do here at the DAC.</p> <p>March 29, 2018, selected. Do a “save the date” e-mail with agenda.</p> <p>Dr. Yeagley to research June dates for Ventura College.</p> <p>Ms. Martinez will ask for the best time of year for a presentation at the Fire Academy.</p> <p>Next time bring back attendance information.</p>		
<p>c. 2018 Classified Employee of the Year</p>	<p><u>Final Selection Committee Process Briefing</u>: 01/23/18, 10:00-11:00 a.m., <u>Final Selection Meeting</u>: 01/25/18, 10:00 a.m.-12:00 p.m.</p>	<p>Complete in January.</p>	<p>As scheduled.</p>
<p>d. Committee Budget</p>	<p>4C/SD Conference – find out about presenting – March 14-16.</p>		
<p>4. Next Meeting</p>	<p>Next meeting: 1:00 p.m. on February 5, 2018, at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]