



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
February 12, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Ashley Chelonis, Andrea Ingley, Amparo Medina, Janeene Nagaoka, Michael Shanahan, Maria Urenda

Via Skype: Joe Esquivel, Linda Faasua, Dr. Pamela Yeagley

Did Not Attend: Tracie Bosket, Gilbert Downs, Eric Lopez, Matthew Moore, Sharon Oxford

Date Approved: March 5, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:03 p.m.	N/A	N/A
2. Minutes of January 22, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Open Discussion			
a. Training & Tours Events Responsibility Checklist	The committee discussed checklist revisions. Ms. Holst to add requisition information, purchasing giveaways, and creating a marketing request for printed materials. She will also create a separate checklist of her prep work for Training & Tours events.	Review next time.	Committee
b. Training & Tours – Next Event – April 26, 2018	<p>The committee selected April 26, 2018, for the next event entitled <i>Inside / Out</i>, to be held at the DAC, and revised the agenda.</p> <p>8:30 am Breakfast 9:00 am <i>Inside</i> Interviewing – Michael Arnoldus 10:30 am Break 10:45 am Are You Working <i>Out</i>-of-Class? – Michael Arnoldus 11:30 am DAC Tour 12:15 pm Lunch/Meet HR Staff/General HR Q & A 1:00 pm End</p> <p>HR to prepare a question card for the Out of Class presentation, including “Would you like to be contacted by somebody in Human Resources,” and a <i>Quick HR Reference Guide</i>.</p> <p>The committee will ask if signage is available from the Open House. Will request two individuals to lead tours. Will introduce key individuals in the various DAC departments during the tour.</p>	Continue planning event next time.	Committee
c. Training & Tours 2018 Retreat	<p>Ask Gilbert Downs at Moorpark College if July 13 or July 20 would work for the all-day retreat this year. Possible topics:</p> <ul style="list-style-type: none"> • AED • Talk about CERT Training • Discuss CPR 	Mr. Downs to check July dates at Moorpark College.	Mr. Downs



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	<ul style="list-style-type: none"> • First Aid – unexpected things • Stress Management • Fitness Centers staff to discuss centers, hours/services • Walking maps of the campuses • Discuss Education/Wellness Leave Request Form • Handle conflict/conflict resolution – consider a paid speaker. We must vet the person/see them beforehand to make sure they are ok. • Real tools for conflict resolution. • Multiple approaches to conflict resolution. • Workplace bullying • Bystander apathy • One page sheet of contact information: Title IX intake coordinators/union reps/who do you talk to/what are your protections, • Cultural health • Work/life balance. • Meditation. • Fitness. 		
<p>d. Training & Tours Event at the Fire Academy – October 2018</p>	<p>Captain Ketaily agreed to hold a Training & Tours event at the Fire Academy. Ms. Medina to check the dates of October 19 or 26. Consider Safety Kits as giveaways.</p> <p>Emergencies</p> <ul style="list-style-type: none"> • Ready, Set Go (wildfires/environmental emergencies) • Ready, Set Go (work). 	<p>Ms. Medina to check October dates with Captain Ketaily.</p>	<p>Ms. Medina</p>
<p>e. 2018 Classified Employee of the Year</p>	<p>Announcement of the 2018 Classified Employee of the Year will be made at the Board of Trustees' Meeting on February 20, 2018.</p>	<p>N/A</p>	<p>N/A</p>
<p>f. Committee Budget</p>	<p>Committee members should let Ms. Holst know by the end of the month if they wish to attend the 4CSD Conference.</p>	<p>Let Ms. Holst know if wish to attend 4CSD Conference by 2/28/18</p>	<p>Committee</p>
<p>4. Next Meeting</p>	<p>Next meeting: 1:00 p.m. on March 5, 2018, at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]