



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
March 5, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Amparo Medina, Janeene Nagaoka, Sharon Oxford, Michael Shanahan, Maria Urenda; **Guest:** Stephanie Low

Via Skype: Gilbert Downs, Joe Esquivel, Linda Faasua, Matthew Moore

Did Not Attend: Tracie Bosket, Ashley Chelonis, Andrea Ingley, Eric Lopez, Gabriela Wood

Date Approved: April 2, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:05 p.m.	N/A	N/A
2. Minutes of February 12, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Open Discussion			
a. Training & Tours Events Responsibility Checklist	The committee discussed checklist revisions. Add responsible party information. Ms. Holst to create a separate checklist of her prep work for Training & Tours events.	Review next time.	Committee
b. Training & Tours April 26, 2018 Inside / Out 8:30 a.m. Breakfast 9:00 a.m. Inside Interviewing 10:30 a.m. Break 10:45 a.m. Are You Working Out-of-Class? 11:30 a.m. DAC Tour 12:15 p.m. Lunch/Meet HR Staff/General HR Q & A 1:00 p.m. End	Mr. Shanahan to discuss in Cabinet. Ms. Holst to ask about signage from the Open House. Mr. Shanahan to request two individuals to lead tours/introduce key individuals in DAC departments during the tour. Adequate coverage at the colleges is managed at the local departments. Post documents online one week before event. Instructional Technologists creating the video. Mr. Shanahan suggests memes instead of videos, cartoons/fast-impact. Revise flyer to say seating limited. Question card to include "Do you need to be contacted later?" Prepare Q/A sheet afterwards. Attendees write questions during presentation. Presentations: – Overview – 30 minutes for presentation/interview demonstration	Discuss at Chancellor's Cabinet. Request tour leaders. Request signage. Documents online one week before event. Create question card. Create video. Revise flyer regarding limited seating.	Mr. Shanahan Ms. Holst Ms. Holst Instructional Technologists Ms. Nagaoka
c. Training & Tours Retreat July 13, 2018, at Moorpark College	Health/safety/work life balance. <ul style="list-style-type: none"> CERT and CPR. Not enough time to do the whole training. First Aid: Enough so people feel comfortable about it. Program the campus police number into your phone. 	Continue discussion next time.	Committee



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<p>CONFLICT RESOLUTION / BULLYING</p> <ul style="list-style-type: none"> • Discussion of CPR • Conflict Resolution (try to find a speaker) • Bullying, including bystander • Stress Management (meditation/fitness) • Education/Wellness Leave Request Form (Maria will let us know following employee meetings.) • One fun thing. 	<ul style="list-style-type: none"> • Discuss when to pull Oxnard College tags. • Conflict. • Workplace bullying/bystander apathy. What is your role/obligation as a bystander? What are the risks? Does it mean you can do nothing? • A paper survey, identifying their workplace. Ask if “I have witnessed workplace bullying, I have experienced workplace bullying.” Is there something you want to tell us? Potentially we could give that out at a break that day, before the segment. Fill out these questions. Create a reference page of whom to contact for certain issues. • Mr. Shanahan to consider Title IX as it relates to employees. Maybe a handout of basic contacts for harassment / discrimination / Title IX. • Confirm date, depending on 4/40. 		
<p>d. Training & Tours Event at the Fire Academy – October 19, 2018</p> <p>Emergencies</p> <ul style="list-style-type: none"> • <i>Ready, Set, Go – Home (wildfires/environmental emergencies)</i> • <i>Ready, Set, Go - Work</i> 	<p>Captain Ketaily agreed to hold a Training & Tours event at the Oxnard College Fire Academy on October 19, 2018. Consider Safety Kits as giveaways. Continue planning next time.</p>	<p>Continue planning.</p>	<p>Committee.</p>
<p>e. 2018 Classified Employee of the Year</p>	<p>Dena Stevens was announced as 2018 Classified Employee of the Year at the Board of Trustees’ Meeting on February 20, 2018. Her nomination was forwarded to the State Chancellor’s Office.</p>	<p>Order perpetual plaque plate, update website after state winner announced.</p>	<p>Ms. Holst</p>
<p>f. Committee Budget</p>	<p>No one indicated a wish to attend 4CSD Conference before early registration deadline. If you want to go, let Ms. Holst know by week’s end. If someone attends, ask why there is not more on the conference agenda that applies to classified employees.</p>	<p>Let Ms. Holst know if you wish to attend 4CSD by the end of the week.</p>	<p>Committee</p>
<p>4. Next Meeting</p>	<p>Next meeting: 1:00 p.m. on April 2, 2018, at the DAC.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]