



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

In Attendance: Laura Barroso, Gilbert Downs, Janeene Nagaoka, Michael Shanahan, Elizabeth Thompson, Felicia Torres, Maria Urenda
Via Skype: Celestina Chavez, Eric Lopez, Matthew Moore, Sharon Oxford
Did Not Attend: Tracie Bosket, Joe Esquivel, Linda Fa'asua, Amparo Medina
Date Approved: December 3, 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 September 10, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Final Minutes of August 6, 2018	Included in agenda package.	N/A	N/A
4. Open Discussion			
a. Training & Tours Fire Academy October 19, 2018 READY, SET, GO EMERGENCIES @ WORK & @ HOME	<ul style="list-style-type: none"> • Mr. Downs to order lunch from Marie Callender's, pick up drinks, water, etc., and provide tumbler for GoBag drawing. • Ms. Holst to send 3x5 cards for GoBag drawing. • Ms. Thompson, Ms. Urenda, Ms. Holst to stuff bags. • Ms. Thompson and Ms. Urenda to host Welcome Table at 8:00 a.m. • Ms. Barroso to take official photos and everyone can take photos with their phones. Send photos to Ms. Nagaoka to create a gallery. • E-mail or call Ms. Chavez (8-5 M-F) to arrange delivery to the Fire Academy. 	Finalize preparations for October Training & Tours.	Committee.
b. Next Training & Tours February 22, 2019 Ventura College	<ul style="list-style-type: none"> • 1 hour of functional orientations • 15 minutes each for 4 areas. • 4 moderators to discuss their areas from their tables to the whole group during the introduction. • Use cordless mic. • Then two 30-minute sections at functional tables. <p>Proposed Areas:</p> <ol style="list-style-type: none"> 1. <u>Business Services</u> (Purchasing/Accounts Payable/Travel/Procurement Card) 	Discuss again next time.	Committee



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	<p>Ms. Thompson and she will ask Terry Cobos.</p> <ol style="list-style-type: none"> 2. <u>Student Workers</u> – Mr. Downs/Deb Brackley Hiring/managing student workers. Go over the student worker APs/BPS How to oversee student workers 3. <u>Payroll</u> – Ms. Thompson to ask Cheryl Manley 4. <u>Technology Tips Table</u> – Ms. Oxford to moderate and create tip sheet Office 365, Skype, a tip sheet, free things handout, include LinkedIn Learning. 5. <u>Student Services</u> – Ms. Torres A/R, Financial Aid, Counseling, Intake <ol style="list-style-type: none"> a. Checklist of things needed to enroll b. Helpful attitude c. Registering a student. Having all the right questions. What students need to know, where they go. 6. <u>M&O/Events/Facilities</u> – Mr. Esquivel <p>Tours</p> <ul style="list-style-type: none"> • ASC-140 Lester Tong Visualization Theatre (3D-Screen). A-Tech lab. Mr. Moore to ask Jason Robinson to give demonstration. • ASC-120 Blue Machine Room Applied Sciences Learning Lab. <ul style="list-style-type: none"> ▪ Moderators to reflect on how to encapsulate your area. ▪ Order logo clips for the tip sheets? ▪ An idea for the next Training & Tours: Burnham – maximizing your benefits. 		
<p>c. LinkedIn Learning Campaign</p>	<p>Ms. Urenda and Ms. Torres are working on this, including research on what is causing resistance, articles on encouraging employees to participate in professional development, setting reminders and goals, personalizing it.</p> <ul style="list-style-type: none"> • Incentives • Tech Table – will be mentioned there. • Better link on the HR website. 	<p>Discuss again next time.</p>	<p>Committee</p>



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	<ul style="list-style-type: none"> • Marketing survey. <ul style="list-style-type: none"> ○ Why aren't people using it? ○ What would encourage you to do it more often? ○ What do you want to know about this? • There may be some budget for posters, etc. 		
<p>d. 2019 Classified Employee of the Year</p>	<ul style="list-style-type: none"> • Mr. Downs asked the Foundation Director to do a workshop on putting together a nomination. He will ask for a podcast or something so more people can see it. • Two names needed from each college and DAC for the districtwide selection committee meetings - different names than the local selection committee. Please emphasize that at that point, the decision is not for your college, but for District as a whole. 	N/A	N/A
<p>e. 4C/SD Call for Proposals – Due by October 30, 2018</p>	<p>Committee members to let us know if they want to prepare a proposal for the annual conference. A suggestion was Training & Tours: what we have done, things we have learned, things that work, challenges. It would be great for us to present on professional development programs for Classified employees.</p>	Let Mr. Shanahan know if you want to prepare a proposal.	Committee
<p>f. Committee Budget</p>	<ul style="list-style-type: none"> • <u>Ventura County Classified Symposium–Oct. 29, 2018.</u> The committee discussed requests to attend this day of training put on by VCOE specific to classified employees. Registration is \$120 per person per day. Mr. Shanahan agreed that the committee budget will pay for committee member(s) wishing to attend. Prepare a travel encumbrance, have supervisor sign, send to Mr. Shanahan. He will review, send to Accounts Payable. Afterwards, report to this committee. • <u>4C/SD Conference</u> - The committee can sponsor 1-2 attendees. Let us know if you want to volunteer and/or prepare a proposal to present. 	Standard agenda item.	Committee
<p>5. Next Meeting set for 1:00 p.m. on November 5, 2018</p>	<p>Meeting ended at 2:53 p.m.</p>	N/A	N/A

[Notes by Jennifer Holst]