



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
October 7, 2019, 1:30 p.m.
District Administrative Center – Santa Rosa Conference Room 209

In Attendance: Laura Barroso, Gilbert Downs, Felicia Torres, and Maria Urenda

Via Skype: Eric Lopez, Sharon Oxford, and Elizabeth Thompson

Did Not Attend: Tracie Bosket, Celestina Chavez, Joe Esquivel, Linda Fa’asua, Matthew Moore, and Tina Quigley

Date Approved: November 4, 2019

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:30 p.m.	N/A	N/A
1. Meeting Minutes	The minutes for June 3, 2019, were approved with corrected typos The minutes for July 1, 2019, were approved without objection	Post to website Post to website	J. Sturek J. Sturek
2. Committee Charge / Direction / Membership	<ul style="list-style-type: none"> • Charge <ul style="list-style-type: none"> ○ Include Employee Recognition ○ Focus on All Three Campuses ○ Goal – Increase Employees Awareness of Services Available at each Campus • Membership 	Review Charge and continue conversation at next meeting Check-in with Classified Senate Presidents to confirm members	Committee L. Barroso
3. Training	<ul style="list-style-type: none"> • Training Topics • Survey 	Look at CBT Report areas of frustration for staff Survey Supervisors to see what they think their employees need	Committee L. Barroso
4. Lynda.com Campaign	<ul style="list-style-type: none"> • Ask the Information Technology department to place a link to Lynda.com on the employee portal. 		F. Torres, M. Urenda, L. Barroso



<http://www.vcccd.edu/departments/human-resources/professional-development/classified-professional-development-committee>

Agenda Item	Notes	Action/Completion Timeline	Responsibility
5. 2020 Classified Employee of the Year	<ul style="list-style-type: none">Finalize questionnaireSend remindersIncentives	Next meeting Bi-Weekly Can we incentivize	L. Barroso J. Sturek L. Barroso
6. Committee Budget	<ul style="list-style-type: none">Provide updated budget	Next meeting	J. Sturek
7. Next Meeting	December 2, 2019, 1:30 p.m. to 3:00 p.m. at DAC in Conference Room 209 – Santa Rosa	N/A	N/A

[Notes by Jillian Sturek]