



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
April 1, 2019, 1:00 p.m.; District Administrative Center

In Attendance: Laura Barroso, Elizabeth Thompson, Maria Urenda

Via Skype: Celestina Chavez, Eric Lopez, Felicia Torres

Did Not Attend: Tracie Bosket, Gilbert Downs, Joe Esquivel, Linda Fa’asua, Matthew Moore, Sharon Oxford, Tina Quigley

Date Approved: May 6, 2019

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:04 p.m. Laura Barroso will chair the committee until a new Vice Chancellor or Human Resources is hired. Jennifer Holst to continue as a de facto co-chair.	N/A	N/A
2. Minutes of Feb. 4, 2019	Felicia Torres moved to approve. Cece Chavez seconded. The minutes were approved without objection.	Post to webpage.	J. Holst
3. Final Minutes – Jan. 14, 2019	Included in agenda package.	N/A	N/A
4. February 22, 2019, Training & Tours at Ventura College	The committee reviewed evaluation responses for the Feb. 22, 2019, Training & Tours event. Overall, the responses looked very good.	N/A	N/A
5. July Training & Tours at Oxnard College	<p>The committee considered suggestions for future events.</p> <ul style="list-style-type: none"> • Terry Cobos and Beth Thompson answer questions. • Safety in Service • VC Sheriff could come out. • Stop the Bleed. • Professional Development – Things to help you do your job better. • Learning how to work better with your supervisor (see #145). • Get along with your co-workers. • Stress Management. • Want this to be an investment in employees. About themselves. To be better employees. Take their career in their hands. • Do an assessment. Meyers-Briggs. Real Colors (Laura Barroso knows someone who might do it for free if we buy the books.) • Athletic Departments send someone to do yoga/stretching-stretches to do at your desk. • Zoomba – Laura Barroso has a friend who can do this. • Leadership Panel – Q&As about careers – Recommendations and what they look for? 	<p>Discuss again at the next meeting.</p> <p>Review suggestions list and Post suggestions on Basecamp for the July Training & Tours.</p> <p>Check on dates/locations at Oxnard College.</p> <p>Present to Vice Presidents.</p>	<p>Committee</p> <p>Committee</p> <p>Cece Chavez</p> <p>Laura Barroso and Maria Urenda</p>



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	<ul style="list-style-type: none"> • General campus tour. • IT Safety – probably not a good summer for IT as they are working on travel process implementation. • Generational exploring with mutual respect. • Colors personality testing. • Suggested date: July 25 or 26; alternatively, 18 or 19. Cece Chavez to check on locations at Oxnard College. • Give out tickets at the beginning, and raffle at the end (opportunity drawing). • Promote with the Vice Presidents – Laura Barroso to go with Maria Urenda to DOC to promote. Or get one person from each department to go. Rotate them through. 		
<p>6. Lynda.com Campaign</p>	<p>The committee discussed Lynda.com:</p> <ul style="list-style-type: none"> • Print Poster • Tutorial video • Email blast to all Classified employees • Maria Urenda to call to see re problems with gaining access. • Add who to call on the bottom of poster. • Add something on the Portal, like a banner message. • Try to log in and see if it works. • Change Portal link so it takes you to Vision Resource Center. 	<p>Revise poster, call re access to Lynda.com through Vision Resource Center, and ask IT to change Portal link.</p> <p>Try to log in and see what you get.</p>	<p>Maria Urenda</p> <p>Committee members.</p>
<p>7. 2019 Classified Employee of the Year</p>	<p>State award winners will be acknowledged at the May meeting of the State Board of Governors. If the VCCCD Classified Employee of the Year is selected, we will know soon.</p>	<p>N/A</p>	<p>N/A</p>
<p>8. 4C/SD Conference - March 2020</p>	<p>Discuss planning a presentation and attendance for next year.</p>	<p>Discuss again and ask Gilbert Downs if he attended this year's conference.</p>	<p>Committee</p>
<p>9. Committee Budget</p>	<p>The committee reviewed the budget status. Maria Urenda to look at ordering tee-shirts and/or bags for the July Training & Tours.</p>	<p>Research tee-shirts and bags.</p>	<p>Maria Urenda</p>
<p>10. Next Meeting: 1:00 p.m. on May 6, 2019.</p>	<p>Meeting ended at 2:16 p.m. Next time, consider meeting at the Ventura College East Campus center</p>	<p>Check if we can have the meeting in Santa Paula.</p>	<p>Jennifer Holst</p>

[Notes by Jennifer Holst]