



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

CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
June 3, 2019, 1:00 p.m.
District Administrative Center – Santa Rosa Conference Room 209

In Attendance: Laura Barroso, Gilbert Downs, Amparo Medina, Maria Urenda

Via Skype: Celestina Chavez, Joe Esquivel, Sharon Oxford

Did Not Attend: Tracie Bosket, Linda Fa’asua, Eric Lopez, Matthew Moore, Tina Quigley, Elizabeth Thompson, Felicia Torres

Date Approved:

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:03 p.m.	N/A	N/A
2. Meeting Minutes	The minutes from May 6, 2019, were approved without objection.	Post to webpage.	J. Holst
3. July 24, 2019, Training & Tours at Oxnard College <i>Effectiveness and Efficiency</i> <ul style="list-style-type: none"> • 8:30 a.m. - Arrive at Haas Automation for tour • 10:30 a.m. - End tour, travel to Oxnard College Conference Center • 10:45 a.m. Break • 11:00 a.m. Presentation by Tim Fontenette and Working Lunch • 1:00 p.m. End 	Professor Fontenette can present. Possible topics: <ul style="list-style-type: none"> • Emotional Intelligence • Communication in the Workplace • Time Management • Decision making • Generational Diversity • All topics can be tied into efficiency. We will ask for a presentation on Emotional Intelligence tied into Communication in the Workplace and Efficiency. For giveaway items, Gilbert Downs to research zippered jackets and Joe Esquivel cell phone chargers. Other ideas are phone stands/phone pop sockets.	Continue with preparations.	Committee, as assigned.
4. 2020 Classified Employee of the Year Process	Add language that it must be a 5-year permanent employee. On the email, mention you can find examples on the State Chancellor’s webpage, and include a link.	Revise posters/postcards; create webpage.	J. Holst
5. Lynda.com Campaign	<ul style="list-style-type: none"> • Maria Urenda is working on a poster with Janeene Nagaoka. • Maria Urenda/Felicia Torres consult with IT about sending email with poster. • Felicia Torres to try to get our usage numbers. • Sharon Oxford has already trained faculty on the Vision Resources Center. She is here to help. • Post on our website now. • Send email from the Chancellor to all employees. 	Discuss next time.	Committee



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6. 4C/SD Membership	We will not get a District membership this year.	N/A	N/A
7. Committee Budget	The committee reviewed the budget status.	N/A	N/A
8. Committee Charge, Reason	<p>The committee discussed the committee’s purpose. Review the notes from the start of the committee to learn the purpose, charge. Start a year-round staff training program, with a calendar of classes, at different locations. Develop a program that is rewarding for our staff.</p> <p>Find events that will motivate staff. Amparo Medina recommends Victor Rios. Get administration on board. Find ways to stay energized.</p> <p>Maria Urenda does not want to give up on Training and Tours. People like the interaction with their counterparts.</p> <p>Laura Barroso added that marketing is important. We would need to show Chancellors and the Presidents what it would look like. Discuss the list of suggested topics. Maybe survey the staff. What do you need to do your job better? Is the training program meeting your goals? Thinking of doing a “how to write an evaluation, and goal-setting” training for supervisors. They have to own encouraging their staff. Staff have been left on their own to find avenues to get training opportunities, versus if a supervisor takes responsibility in developing their staff.</p> <p>Amparo Medina pointed out that we are here for classified and classified supervisors. Allow them to get together. Best practices, importance of encouraging your staff to go to events.</p>	Discuss again at next meeting.	Committee
9. Meeting Length	The committee discussed the meeting length.	Shorten meeting length to 90 minutes.	J. Holst
10. Next Meeting: 1:00 p.m. on July 1, 2019, at the DAC.	Meeting ended at 2:10 p.m.	N/A	N/A

[Notes by Jennifer Holst]