



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

In Attendance: Laura Barroso, Amparo Medina, Felicia Torres

Via Skype: Celestina Chavez, Gilbert Downs,

Did Not Attend: Tracie Bosket, Joe Esquivel, Linda Fa'asua, Eric Lopez, Matthew Moore, Sharon Oxford, Tina Quigley, Elizabeth Thompson, Maria Urenda

Date Approved:

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:10 p.m.	N/A	N/A
2. Meeting Minutes	<p>This item was inadvertently overlooked. Review June 3, 2019, draft minutes next time.</p> <p>A copy of the final meeting minutes of May 6, 2019, was included in the agenda package.</p>	Approve Minutes of June 3, 2019, at next meeting.	Committee
3. Training & Tours at Haas Automation and Oxnard College	<p>The committee decided to postpone Training & Tours and not hold the event on July 24, 2019.</p> <p>It was suggested that perhaps the committee members could take the tour of Haas Automation to see if it is what we want for everybody else.</p> <p>It was suggested to wait until we have a new Vice Chancellor before making future plans.</p> <p>Maybe one or two per year instead of quarterly.</p>	Discuss again next time.	Committee
4. Committee Charge / Direction / Membership	<p>Ideas presented:</p> <ul style="list-style-type: none"> • Discuss PPDP. Ask Patti Blair to weigh in because this was her project. • Tie PPDP into the Leadership Academy. • Mentoring program. • Board Goal 4 – has to do with employees. • Professional development retreat for this committee with the classified senates, presidents. Bring in some training. A committee retreat to discuss how to develop our program to meet the needs of the campuses. 	<p>Ask Patti Blair to discuss PPDP.</p> <p>Bring in mentoring information.</p> <p>Discuss committee retreat.</p>	Laura Barroso/ Committee



Agenda Item	Notes	Action/Completion Timeline	Responsibility
	<ul style="list-style-type: none"> • Start with a needs assessment. • Give the initial survey to the whole committee. • Review Committee Goals on the webpage. • Discuss committee goals next time. • Discuss membership. • Add Laura Gentry, Instructional Technologist, to the membership list. • Laura Barroso to send emails to those who have not attended. 	<p>Review Committee goals.</p> <p>Add Laura Gentry to membership list.</p> <p>Emails to members who have not attended.</p>	
<p>5. Lynda.com Campaign</p>	<p>Discussion on this item was tabled to the next meeting. Laura Barroso is very familiar with Lynda.com. She can help and be included in the meetings.</p>	<p>Discuss next time.</p>	<p>Felicia Torres, Maria Urenda, Laura Barroso</p>
<p>6. 2019 Classified Employee of the Year</p>	<p>Correct poster/postcard dates. Laura Barroso to take discuss with Chancellor's Cabinet and let them know we are ready to launch during Flex Week. Incentivize people to take the time to submit nominations. Consider ways for classified staff to show their value in the <i>Vision for Success</i> process.</p> <p>Invite Dr. Cynthia Herrera to discuss <i>Vision for Success</i> implementation with the committee.</p>	<p>Correct poster and postcard.</p> <p>Discuss in Chancellor's Cabinet.</p> <p>Invite Dr. Cynthia Herrera to next meeting.</p>	<p>Jennifer Holst</p> <p>Laura Barroso</p> <p>???</p>
<p>7. Committee Budget</p>	<p>The committee reviewed the final budget status for 2018-2019.</p> <p>Gilbert Downs to check if the quote for zipper hoodies is still good. Perhaps order the sweatshirts for a fall event.</p>	<p>Order zipper hoodie sweatshirts.</p>	<p>???</p>
<p>8. Miscellaneous</p>	<p>The committee members thanked Jennifer Holst for her hard work on the committee.</p>	<p>N/A</p>	<p>N/A</p>
<p>9. Next Meeting</p>	<p>Cancel August meeting. Move September meeting from September 2 (Labor Day) to September 9. Change meeting times from 1:30 to 3:00 p.m.</p>	<p>Cancel/change meeting dates as indicated.</p>	<p>Jennifer Holst</p>

[Notes by Jennifer Holst]