



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
July 6, 2016, at 1:00 p.m.; DAC – Lakin Board Room**

In Attendance: Rupinder Bhatia, Sophia Crocker, Andrea Ingley, Michael Shanahan
Via Skype: Tracie Bosket, Gilbert Downs, Joe Esquivel, Eric Lopez, Sharon Oxford
Date Approved: August 3, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
Approve Minutes	Minutes of June 1, 2016. Change to Ms. Oxford working on new survey with Dr. Yeagley. Approved with correction.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
<p>a. VCCCD Training & Tours</p> <p>July 14, 2016 – VC October 21, 2016 - OC March 15, 2017 - MC June 8, 2017 – VC (all day)</p>	<p>July 14, 2016 – Ventura College</p> <p><u>Event Evaluation</u></p> <p>Ms. Oxford and Dr. Pamela Yeagley are preparing an evaluation tool for the July 14 Training & Tours in Class Climate. They are working with the same questions used at Moorpark so the committee will be able to compare data. Mr. Shanahan prefers that we stay as close as possible to the prior structure in order to trend the data. Please let Dr. Yeagley know if there is any feedback on the structure.</p> <p>Ms. Bhatia discussed using Class Climate for large number surveys. This can be done in paper and then scanned, via QR Code, or now there is a hybrid process. HR can have a license for future surveys. It is preferable if each event committee handles evaluation process to completion. HR will consult with Mr. Krishna Juarez in IT because Ms. Bhatia is leaving. HR will give IT a written request for access structure. Ms. Bhatia will let Mr. Dave Fuhrmann know that HR staff is interested in Class Climate training.</p> <p><u>Topic Suggestions for Future Training & Tours</u></p> <ul style="list-style-type: none"> • Hiring Procedures <ul style="list-style-type: none"> a) Students b) Provisionals c) Professional Experts 	<p>Ms. Oxford and Dr. Yeagley to finalize Training & Tours evaluation. Let Dr. Yeagley if you have input.</p> <p>Ms. Holst to prepare HR access request for Class Climate.</p> <p>Prepare for discussion at next meeting on topics for next Training & Tours.</p>	<p>Ms. Oxford; Dr. Yeagley</p> <p>Ms. Holst</p> <p>Committee</p>



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	d) Internal Hire Tips <ul style="list-style-type: none"> • Personal Services Contracts • Emergency Lockdown • Professional Development Opportunities • Communication Procedures Across Different Campuses 		
b. Logo	The committee reviewed the two proposed logos, and preferred the multi-colored base version. The committee will review again next time to make a final decision.	Bring back for consideration at next meeting.	Ms. Holst
c. August Board of Trustees' Meeting Presentation	Mr. Esquivel and Ms. Oxford will present to the Board of Trustees in August.	Prepare Presentation. Review at next committee meeting.	Mr. Esquivel Ms. Oxford
d. Personnel Commission Presentation	Ms. Crocker and Ms. Ingley will give the same presentation to the Personnel Commission at the next meeting following the August Board Meeting.	Add presentation to Personnel Commission meeting agenda for next meeting after August Board Meeting.	Ms. Crocker Ms. Ingley
e. Training for Supervisors	There was insufficient time to discuss this item, so it will be carried over to the next meeting.	Discuss next time.	Committee
f. PPDP	Ms. Holst will follow up with IT on her question about possible tracking of PPDP downloads from HR Tools. We can also consider asking employees to forward copies to HR as a positive thing so we can track how many have been completed.	Check with IT.	Ms. Holst
g. Classified Employee of the Year 2017 Brochure	HR will arrange for brochure printing and will provide Ventura College with 200 copies, Moorpark College 150 copies, Oxnard College 300 copies, and DAC 60 copies.	Have brochure printed.	Ms. Holst
h. Committee Budget	Mr. Shanahan and Ms. Holst will develop a budget spreadsheet for the next meeting.	Create budget spreadsheet.	Mr. Shanahan and Ms. Holst
i. Lynda.com	Ms. Holst also to check with IT about getting usage reports.	Check with IT regarding usage reports.	Ms. Holst
Next Meeting	Meeting ended at 3:06 p.m. The next meeting is set for August 3, 2016, at 1:00 p.m.	N/A	N/A

[Notes by Jennifer Holst]