



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
October 5, 2016, at 10:00 a.m.; DAC – Lakin Board Room**

In Attendance: Sophia Crocker, Andrea Ingley, Michael Shanahan, Dr. Pamela Yeagley

Via Skype: Tracie Bosket, Gilbert Downs, Joe Esquivel, Krista Mendelsohn, Matthew Moore, Linda Robison, Eric Lopez

Date Approved: November 7, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 9:07 a.m.	N/A	N/A
Approve 09/07/16 Meeting Minutes	The minutes were approved without objection.	Finalize/add to webpage.	Ms. Holst
Open Discussion Items			
a. Personal Professional Development Plan (PPDP)	The committee discussed building a budget to advance the PPDP program. 1. Create brochure, and Banner alert for when an employee has been here for a year, to send them the brochure. 2. The committee agreed to work on a pre-supervisory development program.	Create brochure/Banner alert to explain PPDP to employees. Begin looking at creating a pre-supervisory development program.	Unassigned Dr. Yeagley, Mr. Esquivel Ms. Crocker
b. Employee Assistance Program	Mr. Shanahan to check with Ms. Hott on Empathia availability for all employees.	As soon as possible.	Mr. Shanahan
c. Training & Tours - October 25, 2016 – Oxnard College	<ul style="list-style-type: none"> Breakfast at 8:00 a.m., campus tour, Chancellor's Diversity & Leadership Speakers Series. Ms. Holst to send out invitation/collect RSVPs. 	Sent Outlook Invitation and collect RSVPs.	Ms. Holst
d. Training & Tours - March 15, 2017 – Moorpark College	<ul style="list-style-type: none"> Topics: <ol style="list-style-type: none"> Active Shooters Emergency Contacts Disruptive Students Title IX and the Classified Service Mr. Shanahan to invite Chief Justice to present on Active Shooters. Dr. Yeagley will ask Health Center Coordinators to present on BIT and Disruptive Students. Mr. Downs to ask Sharon Manakas about doing a BIT Team presentation, and Jennifer Kalfsbeek-Goetz re Title IX & the Classified Service. 	Contact Chief Justice. Ask Health Center Coordinators to present on BIT/disruptive students. Ask Jennifer Kalfsbeek-Goetz about presenting on Title IX and the Classified Service.	Mr. Shanahan Dr. Yeagley and Mr. Downs Mr. Downs



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<p>e. Training & Tours - June 8, 2017 – Ventura College (all day)</p>	<p>Topic: It's all about you!</p> <ol style="list-style-type: none"> 1) Keynote speaker - balancing work/home life. 45 mins (consider Kathy Espinosa) 2) Self-massage 15 mins. 3) The science of stress – 45 mins. 4) Get off your seat. Discussion and activity. What can you do about all this sitting. 15 mins. 5) Mindfulness/Meditation 45 mins. 6) Mindful eating 7) Then breathing exercise 15 mins. 8) Lunch – One hour – Consider lunchtime speaker on nutrition. 9) Walk to/tour the athletic facilities (VCCCD employees can use the health center and the work-out rooms-include info.) 30 mins. 10) Wellness Presentation – how to use the facilities 11) Tai Chi 30 mins. Mr. Esquivel will ask the instructor for a syllabus, or what you can do at home. 12) Return to Wright Event Center 15 mins. 13) Wellness team-building exercise. 30 mins 14) Open discussion, what people are interested in for next year. Feedback in conversation. 30 mins. <ul style="list-style-type: none"> • Mr. Esquivel will reach out to the Tai Chi instructor at Ventura College. • Mr. Esquivel to ask Will for name of a mindfulness instructor. • Mr. Downs will call the health office to see who does meditation for students. • Ms. Mendelsohn will reach out to faculty members teaching yoga and tai-chi at Oxnard College. • Mix up the groups to get them talking with each other. • HR will investigate logo giveaways, and will ask Get MOoVin' coordinators about this. • Create a list of wellness apps/resources • Invite the Trustees to be guests for the day. 	<p>Mr. Esquivel will reach out to the Tai Chi instructor at Ventura College, and ask Will for name of a mindfulness instructor.</p> <p>Mr. Downs will call health office to see who does meditation for students.</p> <p>Ms. Mendelsohn will reach out to faculty members teaching yoga and tai-chi at Oxnard College.</p> <p>HR will investigate logo giveaways, and will ask Get MOoVin' coordinators about this.</p> <p>Create a list of wellness apps/resources</p> <p>Invite the Trustees to be guests for the day.</p>	<p>Mr. Esquivel</p> <p>Mr. Downs</p> <p>Ms. Mendelsohn</p> <p>Mr. Shanahan and Ms. Holst</p> <p>Unassigned</p> <p>Unassigned</p>



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f. Report to Personnel Commission	Ms. Crocker and Ms. Ingley will report to the Personnel Commission in November.	Report at Personnel Commission Meeting.	Ms. Crocker Ms. Ingley
g. Classified Employee of the Year 2017 <ul style="list-style-type: none"> • Briefing Meeting Jan. 17, 11-12 • Final Selection Meeting Jan. 19, 10-12 	Nominations now open for 2017 Classified Employee of the Year: <ul style="list-style-type: none"> • Briefing Meeting – Jan. 17 (11-12) • Final Selection Meeting – Jan. 19 (10-12) • Reminder – e-mail <ul style="list-style-type: none"> ○ Can work in groups because it is a lot. ○ Make your best case. • Print more brochures. • Ask the Academic Senate Presidents and the Classified Senate Presidents to remind people about this. • Consider posting examples. 	Send e-mail reminder about submissions. Remind Academic and Classified Senate Presidents to promote this program.	Ms. Holst Committee Members
h. Committee Budget	There was insufficient time to discuss this item.	Update monthly.	Ms. Holst
i. Training for Supervisors	December 9, 2016 – L.E.A.D. <ul style="list-style-type: none"> • Moorpark College - Rick Post to lead presentation on Enrollment Management • DAC – Michael Shanahan to present Performance Management Training for Classified Supervisors. 	N/A	N/A
j. Lynda.com Visibility Campaign	There was insufficient time to discuss this item.	N/A	N/A
Next Meeting	The meeting ended at 11:24 a.m. The next meeting will be November 2, 2016, at 9:00 a.m., in the Board Room at the DAC.	N/A	N/A

[Notes by Jennifer Holst]