



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
June 5, 2017, at 1:00 p.m.; District Administrative Center**

**In Attendance:** Sophia Crocker, Andrea Ingley, Michael Shanahan

**Via Skype:** Joe Esquivel, Krista Mendelsohn, Matthew Moore, Sharon Oxford, Dr. Pamela Yeagley

**Not In Attendance:** Tracie Bosket, Ashley Chelonis, Gilbert Downs, Olivia Long, Eric Lopez, Linda Fa'asua Robison, Marla Ward

**Date Approved:** July 10, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>Open Meeting</b>	The meeting began at 1:05 p.m.	N/A	N/A
<b>Approval of Meeting Minutes: March 6, April 3, and May 1, 2017</b>	The committee approved the minutes from the March 6, April 3, and May 1, 2017, meetings.	Finalize and post copies to committee webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<p><b>a. Training &amp; Tours - June 8, 2017 Ventura College</b></p> <p><i>It's All About You!</i></p>	<p>The committee discussed final details for the June 8 Training &amp; Tours event, including:</p> <ul style="list-style-type: none"> <li>o Final agenda revisions.</li> <li>o Confirmation of presenters.</li> <li>o Logo bags are filled/ready with handout packets, towels, exercise bands, tennis balls, notepads, pens.</li> <li>o Donated raffle items include bag of non-perishable items from Trader Joe's, Lassen's gift card and possibly Whole Foods/Sprouts gift cards.</li> <li>o Dr. Yeagley has raffle tickets. She will arrange for someone to distribute them as people arrive.</li> <li>o Mr. Esquivel will set out directional signs in Gym area.</li> <li>o Dr. Yeagley has alerted IT to items Kathy Espinoza requested for her presentation.</li> <li>o Dr. Yeagley will send reminder e-mail to wear comfortable clothing.</li> <li>o Ms. Mendelsohn will bring new VCCCD Classified Employee of the Year perpetual plaque.</li> <li>o We will recognize Ashley Chelonis as a 2017 Calif. Community Colleges Classified Employee of the Year.</li> <li>o Mr. Shanahan to include some questions from the proposed committee self-appraisal (see below) for feedback re the committee, the agenda, and the committee's accomplishments.</li> <li>o Dr. Yeagley and Mr. Shanahan thank everyone for all their hard work on this event.</li> </ul>		



Agenda Item	Notes	Action/Completion Timeline	Responsibility
<b>October Training and Tours</b> <b>Tentative Title: <i>Advance and Enhance</i></b>	Ms. Mendelsohn to discuss possible dates of October 13, 20, or 27, at Oxnard College with President Azari and Dr. Jennifer Clark. Discuss again next month, in light of feedback from June Training and Tours.	Check on dates at Oxnard College. Place on next month's agenda.	Ms. Mendelsohn Ms. Holst
<b>Framework for Hosting Training and Tours Event</b>	Gilbert Downs working on this.	Follow up with Mr. Downs.	Ms. Holst
<b>Committee Budget</b>	The committee reviewed the budget status.	Review again next time.	Committee
<b>Committee Self-Appraisal</b>	The committee reviewed the draft self-appraisal, modified from the DCHR self-appraisal. This is important for accreditation, and would help the committee determine if it is being as effective as possible as an organization, and as a well-functioning, inclusive group.	Discuss again next time.	Committee
<b>Training for Supervisors</b>	The committee discussed topics for a future supervisors' training, including discipline. Mr. Esquivel requested copies of the presentation and handouts from the last Performance Management L.E.A.D. training.	Distribute and post presentation/handouts from last L.E.A.D. training for supervisors.	Mr. Shanahan, Ms. Holst
<b>Next Meeting</b>	Meeting ended at 2:03 p.m. Next meeting is scheduled for July 10, 2017, from 1:00 to 3:00 p.m. at the DAC.	N/A	N/A

[Notes by Jennifer Holst]