



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
September 11, 2017, at 1:00 p.m.; District Administrative Center

In Attendance: Michael Shanahan

Via Skype: Joe Esquivel, Andrea Ingley, Matthew Moore, Sharon Oxford, Dr. Pamela Yeagley

Did Not Attend: Ashley Chelonis, Tracie Bosket, Dr. Jennifer Clark, Gilbert Downs, Olivia Long, Eric Lopez, Linda Fa'asua Robison, Marla Ward

Date Approved: October 2, 2017

Agenda Item	Notes	Action/Completion Timeline	Responsibility
<p>a. Training and Tours - October 27, 2017 Oxnard College The Black Box</p> <p><i>Advance and Enhance</i></p>	<p>The committee discussed the October Training & Tours program.</p> <p>8:30 a.m. Breakfast and <i>Epic Fails</i> Video</p> <p>9:00 a.m. Growth Mindset Q & A</p> <p>9:30 a.m. Self-Reflective Exercise</p> <p>10:30 a.m. CTE Tours</p> <ul style="list-style-type: none"> a. Visit by Fire Technology b. Automotive Technology/Auto Body & Fender Repair c. Culinary Arts/Restaurant Management/Hospitality Management d. Dental Assisting/Dental Hygiene <p>11:30 a.m.-12:30 p.m.</p> <p>Introduction to Job Groups Discussion at Job Groups/Interest Tables</p> <ul style="list-style-type: none"> a. Student Services b. Business Services c. Administrative/Executive Support d. Technology e. Data f. Instructional Support g. Trades and Grounds <p>12:00 p.m. Working Lunch</p> <p>1:00 p.m. End</p>	<p>Revise schedule and send to committee.</p> <p>Tours sign-up clipboards at registration - max. 20</p> <p>Job Groups handouts prepared by HR. Job descriptions at the tables.</p> <p>Introduction to Job Groups. Explain vocabulary differences - job family/career ladder. How do you back into the entry level job?</p> <p>HR point person at each table to talk about the jobs themselves. Personnel Commission staff could go between tables.</p> <p>Follow up with Ms. Chelonis on Growth Mindset Q & A and Self-Reflective Exercise.</p> <p><u>Tours:</u> Two rotations: 10:30 a.m. & 11:00 a.m.</p>	<p>Ms. Holst</p> <p>Ms. Holst</p> <p>Ms. Ingley</p> <p>Mr. Shanahan</p> <p>Ms. Ingley</p> <p>Mr. Shanahan/ Ms. Holst</p>



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		<ul style="list-style-type: none"> • Contact Auto Tech and Dental Hygiene • Contact Fire Technology • Contact Culinary Arts • Let Ms. Holst know what you find out. <p>Ask Dina Pielat to assemble Epic Fails video (15 minutes on a loop - failure is an option).</p> <p>Discuss breakfast and lunch with Dr. Clark, suggest sandwiches for working lunch.</p> <p>Ask IT about computers at each table to look up job series.</p>	<p>Ms. Ingley</p> <p>Mr. Shanahan/ Ms. Holst Mr. Esquivel</p> <p>Mr. Shanahan/ Ms. Holst</p> <p>Ms. Holst</p> <p>Mr. Shanahan/ Ms. Holst</p>
Training & Tours Functioning Responsibility	Dr. Yeagley to prepare a draft Training & Tours Functioning Responsibility checklist.	Prepare draft.	Dr. Yeagley
Committee Budget	Add comparison column of last year's expenditures and add food estimates. Consider attendance/presentation at 4C/SD. Bring additional ideas next time.	<p>Add column for last year's expenditures.</p> <p>Bring ideas for additional items.</p>	<p>Ms. Holst</p> <p>Committee</p>
Committee Membership	<p>Dr. Yeagley would like to have as many people as possible on the committee because there is a lot of work.</p> <p>Mr. Shanahan to review SEIU Agreement about time for serving on committees.</p>	<p>Review committee membership. Bring back suggestions next time.</p> <p>Review SEIU Contract for committee service time.</p>	<p>Committee</p> <p>Mr. Shanahan</p>



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	<p>There is not as much need for an IT representative as originally thought, so Ms. Ward can be removed as a permanent member. We will contact IT if we have a specific need for their expertise.</p> <p>If a committee member cannot attend, it is important that a substitute be sent. It should be someone who, in the committee member's opinion, represents the interests of the member's functional position on the committee. It should also be someone in the same position, i.e., if the member represents supervisors, the substitute should be a supervisor.</p>		
2018 Classified Employee of the Year	<p>Final selection committee meetings are scheduled. Classified Senate Presidents and DAC Committee Representatives to send final selection committee member names to Ms. Holst by mid-November.</p> <ul style="list-style-type: none"> • <u>Process Briefing</u>: Tuesday, Jan. 16, 2018, 10:00-11:00 a.m. • <u>Final Selection Committee Meeting</u>: Thursday, Jan. 18, 2018, 10:00 a.m. to 12:00 p.m. 	Send final selection committee member names to Ms. Holst as soon as possible but no later than mid-November.	Classified Senate Presidents and DAC Committee Representatives
Committee Self-Appraisal	<p>The committee discussed the self-appraisal results, which mentioned:</p> <ul style="list-style-type: none"> • Timeliness of getting to the issues we want to address. • More people to help with the work. • Preparing Training & Tours checklist. • Meetings too long. • Good work by the committee. 	N/A	N/A
Supervisors' Training	Mr. Shanahan to look into FRISK Training for Supervisors.	Report back next month.	Mr. Shanahan
Miscellaneous	Committee members welcome to send items for future agendas.	Send to Ms. Holst.	Committee
Next Meeting	Finished at 2:37 p.m. Next meeting scheduled for Oct. 2, 2017, 1:00 p.m., at the DAC.	N/A	N/A

[Notes by Jennifer Holst]