



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
April 2, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Amparo Medina, Janeene Nagaoka, Michael Shanahan, Elizabeth Thompson
Via Skype: Gilbert Downs, Joe Esquivel, Eric Lopez, Sharon Oxford, Maria Urenda
Did Not Attend: Tracie Bosket, Ashley Chelonis, Linda Fa’asua, Andrea Ingley, Matthew Moore
Date Approved: May 7, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:02 p.m.	N/A	N/A
2. Minutes of March 5, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Minutes of February 12, 2018	Copy of final February minutes attached to meeting agenda.	N/A	N/A
4. Open Discussion			
a. Training & Tours Events Responsibility Checklist	The committee discussed checklist revisions.	Finalize and review next time.	Committee
b. Training & Tours April 26, 2018 Inside / Out 8:30 a.m. Breakfast 9:00 a.m. Inside Interviewing 10:30 a.m. Break 10:45 a.m. Are You Working Out-of-Class? 11:30 a.m. DAC Tour 12:15 p.m. Lunch/Meet HR Staff/General HR Q & A 1:00 p.m. End	The committee discussed departments’ roles for tours: <ul style="list-style-type: none"> • What do we do here? • Who are we? • What is interesting to those not in our department? • Faces to names. • Best practice ideas. • Number one error that is submitted to them. Event suggestions: <ul style="list-style-type: none"> ○ Name tags for each DAC staff person. ○ Print up DAC Department Listings. ○ Department names on placards. ○ Acronyms for all committees that meet in the Board Room. These are in the Decision-Making Handbook. ○ Order box lunches from Marie Callendar’s. 		
c. July 19, 2018, Training & Tours Retreat at Moorpark College	Mr. Downs to confirm date/location for July 19, 2018, at Moorpark College.	Continue discussion next time.	Committee



Agenda Item	Notes	Action/Completion Timeline	Responsibility
<p>CONFLICT RESOLUTION / BULLYING</p> <ul style="list-style-type: none"> • CPR Discussion • Health Centers • Conflict Resolution Speaker • Bullying, including bystander • Stress Management (meditation/fitness) • Mandated Reporting • Self-Defense • Something Fun 	<p>Agenda Suggestions:</p> <ul style="list-style-type: none"> • Vance Manakas do an overview on assisting someone trained in CPR and explain CPR Training, including the heart machine, fire extinguishers, emergency exit locations. Checklist for your team. • Health Centers – Are they available to staff and what services do they have for staff? • Conflict resolution speaker <ul style="list-style-type: none"> ○ Big Book of Conflict Resolution. ○ Bullying <ul style="list-style-type: none"> ▪ Baseline survey, who has had issues with bullying, observed it in the workplace. How to use that information? Fill out in advance or fill out after we have talked about bullying/unlawful harassment. If answered during the session, no time to digest during the event, it would have to come after the event. Survey might give us good data for future trainings. ▪ Make it anonymous. ▪ Pass it out at the end of the segment, after we have defined our terms. ▪ Define bullying – not just being a jerk. ▪ Bystander reporting/role. ▪ Video vignettes ▪ How to stay disconnected from the emotions of the situation. ▪ Cooperative working relationships. ▪ Blog/Training & Tours FAQ page <ul style="list-style-type: none"> • To capture what we don't have time for during event. Invite questions via the post-event survey. • Have you ever experienced 	<p>Mr. Shanahan and Ms. Holst to search for conflict resolution and bullying speaker.</p> <p>Ms. Medina to check on guided mediation – maybe in the PE Departments.</p> <p>Mr. Shanahan and Ms. Holst to assemble tentative agenda for retreat. If you can find a good resource, let us know.</p> <p>Ms. Thompson to call health centers regarding conflict resolution/bullying presentation.</p>	



Agenda Item	Notes	Action/Completion Timeline	Responsibility
	<p>bullying? Have you ever observed it?</p> <ul style="list-style-type: none"> • Do you have any other questions, something we did not offer during the session? • Stress management – meditation/fitness. We did a meditation. • Prisoner’s dilemma, trusting your team – use these ideas if there is time. • Snow cone machine – Kona ice? • Try to find a physical activity that embodies conflict resolution. Fun, but related to the point. • Mandated reporting • Self-defense demonstration. • Suggest a volunteer to order giveaway items. 		
<p>d. Training & Tours at the Fire Academy – October 19, 2018</p> <p>Emergencies</p> <ul style="list-style-type: none"> • <i>Ready, Set, Go – Home (wildfires/environmental emergencies)</i> • <i>Ready, Set, Go - Work</i> 	<p>Captain Ketaily to present Training & Tours at the Oxnard College Fire Academy on October 19, 2018.</p> <p>Giveaway suggestions:</p> <ul style="list-style-type: none"> ○ Safety Kits ○ Gas wrenches ○ Earthquake bags as door prizes. ○ Flashlight on keychain. ○ Carbon monoxide alarms ○ Bugout bags 	Continue planning.	Committee.
<p>e. Committee Budget</p>	Consider ordering items for all-day retreat in current fiscal year.	Discuss next time.	Committee
<p>5. Next Meeting</p>	Next meeting: 1:00 p.m. on May 7, 2018, at the DAC.	N/A	N/A

[Notes by Jennifer Holst]