



***Classified Professional Development Committee
January 14, 2019 – 1:00 p.m.
DAC – Santa Rosa Conference Room 209***

1. **Approve Meeting Minutes:** December 3, 2018
2. **For Your Information:** Final Meeting Minutes of October 1, 2018
3. **Open Discussion**
 - a. **Training & Tours – February 22, 2019, at Ventura College**

HOW DO YOU DO IT? SHARING BEST PRACTICES

- **8:30 a.m. Breakfast**
 - **8:50 a.m. Welcome by Ventura College President Damon Bell**
 - **9:00 a.m. Tours**
 - Demonstration of Lester Tong Visualization Theatre
A-Tech Lab (ASC-140) – Jason Robinson
 - Demonstration of Blue Machine Room
Applied Sciences Learning Lab (ASC-120) – Grant Jones
 - **10:00 a.m. Walk to Wright Event Center**
 - **10:15 a.m. Functional Areas Orientations**
 - **10:45 a.m. Functional Areas Networking**
 - Business Services – Beth Thompson/Terry Cobos
 - Student Workers – Gilbert Downs/Deb Brackley
 - Payroll – Cheryl Manley
 - Technology Tips Table – Grant Jones
 - Student Services – Felicia Torres
 - M&O/Events/Facilities – Joe Esquivel
 - **12:15 p.m. Lunch**
- b. **LinkedIn Learning Campaign** – Felicia Torres/Maria Urenda
 - c. **2019 Classified Employee of the Year Update**
 - Districtwide Selection Committee Meetings (DAC Santa Rosa Room & via Skype)
 - Briefing Meeting – Jan. 15, 11:00 a.m. to 12:00 p.m.
 - Selection Committee Meeting – Jan. 17, 10:00 a.m. to 12:00 p.m.
 - d. **4C/SD Conference (March 6-8, 2019) Claremont, California**
 - e. **Committee Budget Update**
4. **Next Meeting:** February 4, 2019, 1-3 p.m., DAC Santa Rosa Room 209