



**Classified Professional Development Committee
February 4, 2019 – 1:00 p.m.
DAC – Anacapa Conference Room 249**

1. **Approve Meeting Minutes:** January 14, 2019
2. **For Your Information:** Final Meeting Minutes of December 3, 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 in Applied Science Center Lobby**
- 8:50 a.m. Welcome by Ventura College President Damon Bell**
- 9:00 a.m. Demonstration of Lester Tong Visualization Theatre- 3D Room (ASC-140) by Grant Jones**
Demonstration of A-Tech Lab (ASC-120) by Jason Robinson
- 10:00 a.m. Walk to Wright Event Center**
- 10:15 a.m. Functional Areas Orientation**
- 10:45 a.m. Functional Areas Networking**
- ◇ Business Services - Terry Cobos/Tina Quigley
 - ◇ M&O/Events/Facilities – Joe Esquivel
 - ◇ Payroll – Cheryl Manley
 - ◇ Student Services – Felicia Torres
 - ◇ Student Workers – Deb Brackley/Gilbert Downs
 - ◇ Technology Tips Table – Matthew Moore/Sharon Oxford
- 12:15 p.m. Lunch**
- 1:00 p.m. End**

- b. **July Training & Tours Planning**
 - c. **Lynda.com Campaign – Felicia Torres/Maria Urenda**
 - d. **2019 Classified Employee of the Year Update**
 - o Finalist will be announced on February 19, 2019, by Board of Trustees
 - e. **4C/SD Conference (March 6-8, 2019) Claremont, California**
 - f. **Committee Budget Update**
4. **Next Meeting:** March 4, 2019, 1-3 p.m., DAC Santa Rosa Room 209