



Classified Professional Development Committee
June 3, 2019 – 1:00 p.m.
District Administrative Center – Santa Rosa Conference Room 209

1. **Approve Meeting Minutes:** May 6, 2019
2. **For Your Information:** Final Meeting Minutes of April 1, 2019
3. **Open Discussion**
 - a. **July 24, 2019, Training & Tours at Oxnard College**
 - i. Location: Haas Automation and Oxnard College Conference Center
 - ii. Topic: Effectiveness and Efficiency
 - iii. Giveaways: TBD
 - iv. Functioning Checklist
 - v. Agenda:

Effectiveness and Efficiency

 - 8:15 - 8:30 a.m. - Arrive at Haas Automation for tour
 - 8:30 a.m. - Tour Haas Automation
 - 10:30 a.m. - End tour, travel to Oxnard College Conference Center
 - 10:45 a.m. - Break
 - 11:00 a.m. - Presentation by Alexandria Wright
 - 12:00 p.m. - Lunch Outside
 - b. **Lynda.com Campaign** – Felicia Torres/Maria Urenda
 - c. **2020 Classified Employee of the Year**
 - i. Review Poster and Postcard
 - ii. Review Timeline
 - iii. Order 2019 Nameplates for Perpetual Plaque
 - d. **4C/SD Conference Membership and 2020 Conference**
 - i. \$175 Annual Membership Fee
 - ii. Each institution of a multi-college District should join separately.
 - e. **Committee Budget Update**
4. **Next Meeting:** July 1, 2019, 1-3 p.m., DAC Santa Rosa Room 209