



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
May 7, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Janeene Nagaoka, Michael Shanahan, Elizabeth Thompson, Maria Urenda

Via Skype: Joe Esquivel, Eric Lopez, Amparo Medina

Did Not Attend: Tracie Bosket, Ashley Chelonis, Gilbert Downs, Linda Fa'asua, Andrea Ingley, Matthew Moore, Sharon Oxford, Gabriela Wood

Date Approved: June 4, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:06 p.m.	N/A	N/A
2. Minutes of April 2, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Final Minutes- Mar. 5, 2018	A copy of the final March minutes was provided with the agenda package.	N/A	N/A
4. Open Discussion			
a. Training & Tours Events Responsibility Checklist	A copy of the final <i>Training & Tours Events Responsibility Checklist</i> was provided with the agenda package.	N/A	N/A
b. Training & Tours April 26, 2018 <i>Inside / Out</i>	<p>The committee discussed evaluation results. 65 people attended. To get additional responses, Ms. Holst to send a reminder about the evaluation. Results will be reviewed again next time. Suggestions included: In future, plan for breaks every hour and ask people in advance for specific dietary needs. If we host again at the DAC, maybe break into two sessions. The responses indicated we should plan less material and more time for people to mingle. Suggested future topics: 1) how classes are developed, 2) understanding how we as a business operate, i.e., the budget year.</p> <p>The committee discussed District Office days on campus, perhaps during Flex Week, with a room set aside for DAC representatives to answer questions.</p>	Send reminder to attendees to complete evaluation.	Ms. Holst



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<p>c. July 19, 2018, Training & Tours Retreat at Moorpark College</p> <p>CONFLICT RESOLUTION</p> <p><u>Morning</u></p> <ul style="list-style-type: none"> • Conflict Resolution Speaker • Bystander Behavior • BIT Teams/Mandated Reporting <p><u>Afternoon</u></p> <ul style="list-style-type: none"> • Active Listening Demonstration Videos • Stress Management (meditation/fitness) 	<p>The committee worked to prepare for the July Training & Tours</p> <p><u>Ideas:</u></p> <ul style="list-style-type: none"> • Active listening. • Preserving relationships. • Pre- and post-event surveys on conflict. • Customer service • <i>Big Book of Conflict Resolution</i> • Role-playing (including break-out groups, to share what they saw) • Bystander behavior • Video vignettes – videos of conflict situations • Active Listening – demonstration (2-3 different scenarios) • Stress management in the moment – now. • When do you call for support? • Ways to cope. <p>Send what you find to Ms. Holst in advance of the next meeting.</p>	<p><u>Ms. Medina</u></p> <ul style="list-style-type: none"> • Check to see if person she knows is available July 19 for guided meditation. • Look for conflict sample surveys/bystander videos. <p><u>Ms. Thompson</u></p> <ul style="list-style-type: none"> • Contact health centers to ask about BIT Teams/Mandated Reporting presentations: do they have one already? (no more than an hour), ask what they can and cannot do, what's available, if they want to bring a panel of people. • Help research giveaways (some ideas: stress balls, aroma therapy, silly putty). <p><u>Ms. Holst</u></p> <ul style="list-style-type: none"> • Order more committee notepads. • Research Kona Ice rental. <p><u>Mr. Shanahan</u></p> <ul style="list-style-type: none"> • Research Conflict Resolution Keynote Speaker • Search for meditation CDs. <p><u>Ms. Barroso</u></p> <ul style="list-style-type: none"> • Search for active listening demonstration (2-3 different scenarios) videos. 	<p>Committee – as Assigned</p>



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		<u>Committee</u> <ul style="list-style-type: none"> • Look for conflict resolution books. • Ideas for physical activity embodying conflict resolution (ex. ball of yarn, wind it around people, break into groups, timed). 	
<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 next time.	Committee.
<p>e. Committee Budget</p>	The committee received a budget status report.	Discuss again next time.	Committee
<p>5. Next Meeting</p>	1:00 p.m. on June 4, 2018, at the DAC.	N/A	N/A

[Notes by Jennifer Holst]