



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
June 4, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Laura Barroso, Gilbert Downs, Amparo Medina Janeene Nagaoka, Michael Shanahan, Elizabeth Thompson, Maria Urenda
Via Skype: Matthew Moore, Sharon Oxford
Did Not Attend: Tracie Bosket, Ashley Chelonis, Joe Esquivel, Linda Fa'asua, Eric Lopez, Sebastian Szczebiot
Date Approved: July 2, 2018

| Agenda Item | Notes | Action/Completion Timeline | Responsibility |
|--|---|---|-------------------------|
| 1. Open Meeting | The meeting began at 1:03 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 final April minutes provided with agenda package. | N/A | N/A |
| 4. Open Discussion | | | |
| a. Training & Tours April 26, 2018 - Inside / Out | The committee reviewed the feedback. | N/A | N/A |
| b. July 19, 2018, Training & Tours Retreat at Moorpark College CONFLICT RESOLUTION 8:30 am Continental Breakfast 9:00 am <i>Stress Management</i> 10:00 am Break 10:15 am <i>Conflict Resolution Speaker</i> 11:00 am Break 11:15 am <i>Bystander Behavior</i> 12:00 pm Lunch 1:00 pm <i>BIT Teams Reporting</i> 2:00 pm Break 2:15 pm <i>Active Listening Demonstration Videos</i> 3:15 pm <i>Special Treat Outside</i> 4:00 p.m. <i>Optional PAC Tour</i> | The committee discussed preparations for the July Training & Tours. | <u>Ms. Medina</u> • Confirm guided meditation/mindfulness presenter. <u>Ms. Thompson</u> • Ask Sharon Manakas about panel - one individual from each college BIT Team. <u>Ms. Holst</u> • Confirm Kona Ice rental. <u>Mr. Shanahan</u> • Reserve Conflict Resolution Speaker • Research baseline survey on bullying. <u>Ms. Barroso</u> • Look for active listening demonstration (2-3 different scenarios) videos. | Committee – as Assigned |



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|---|---|---|----------------|
| | | <p><u>Ms. Oxford</u></p> <ul style="list-style-type: none"> • Contact Tom Dalton, instructor who presented on active listening at SITE. <p><u>Ms. Nagaoka</u></p> <ul style="list-style-type: none"> • Ask PAC about tours, song presentation, tickets as giveaways. • Research logo towels for giveaway. • Print 20 posters. | |
| <p>c. 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 will present.</p> <p>Giveaways/Doorprizes:</p> <ul style="list-style-type: none"> ○ Safety Kits ○ 10 Emergency Radios ○ Gas wrenches ○ Earthquake bags. ○ Flashlight on keychain. ○ 1 Bugout Bag | <p>Continue planning next time.</p> <p><u>Ms. Medina</u></p> <ul style="list-style-type: none"> • Ask Culinary Arts if they can make pies/cookies for door prizes. • Ask PAC about tickets for door prizes. | Committee. |
| <p>d. Committee Budget</p> | <p>The committee reviewed the budget status report.</p> <p>The food budget for the July Training & Tours will be increased to \$2,500.</p> <p>Consider event speakers in the \$2,000 to \$5,000 range.</p> | Discuss again next time. | Committee |
| <p>e. 2019 Classified Employee of the Year</p> | <p>Moorpark College requests only 100 flyers, prefers to have posters.</p> <p>Ms. Nagaoka to prepare e-mail to send out with flyer information, and posters for each location with same layout.</p> | Prepare brochure in poster and e-mail format also. | Ms. Nagaoka |
| <p>5. Next Meeting</p> | 1:00 p.m. on July 2, 2018, at the DAC. | N/A | N/A |

[Notes by Jennifer Holst]