



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
July 2, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Laura Barroso, Amparo Medina, Michael Shanahan, Elizabeth Thompson, Maria Urenda
Via Skype: Gilbert Downs, Eric Lopez, Matthew Moore, Sharon Oxford, Sebastian Szczebiot
Did Not Attend: Tracie Bosket, Ashley Chelonis, Joe Esquivel, Linda Fa'asua, Janeene Nagaoka
Date Approved: August 6, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:07 p.m.	N/A	N/A
2. Minutes of June 4, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Final Minutes- May 7, 2018	Final May 7, 2018, minutes in agenda package.	N/A	N/A
4. Open Discussion			
<p>a. July 19, 2018, Training & Tours Retreat at Moorpark College</p> <p align="center">CONFLICT RESOLUTION</p> <p>8:30 am Continental Breakfast 9:00 am <i>Stress Mgmt by Danette Banyai</i> (in Quad) 10:00 am Break 10:15 am <i>Conflict Resolution by Lisa Klein</i> 11:15 am Break 11:30 am <i>Bystander Behavior by Michael Shanahan</i> 12:15 pm Lunch 1:00 pm <i>BIT Teams Reporting</i> 2:00 pm Break 2:15 pm <i>Active Listening</i> 3:15 pm <i>Special Treat Outside</i> 4:00 p.m. <i>Optional PAC Tour</i></p>	<p>The Active Listening presenter is not confirmed. Plan for a back-up. Active listening as a skill set: feedback, appropriate phrasing, body language, and techniques on how to remember things, but first how to let the person know they are being heard. Assure them they are being heard correctly. Clarity first of all active listening techniques, then remembering. Sharon Beynon did active listening for SITE. We may not need videos if we have a speaker.</p> <p>Ms. Holst to confirm Kona Ice has spoken with Mr. Downs.</p> <p>Ms. Thompson to confirm PAC tour and ask for panel names for BIT.</p> <p>Ms. Urenda will help stuff/deliver bags.</p> <p>Consider connection to students as a future T and T. Ms. Medina suggests reaching out to counseling offices, find people who can make recommendations. Ask a student to be involved.</p>	<p>Finalize all items for July Training & Tours.</p>	<p>Committee – as Assigned</p>



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	Evaluation: <ul style="list-style-type: none"> • Figure out response analytics from SurveyMonkey. • Break down topics and rate them individually on evaluation. • Did the structure work? • Is speaker someone to use again? Mr. Downs to see if he can get zoo tickets for giveaways.		
b. Training & Tours at the Fire Academy – October 19, 2018 <i>Ready, Set, Go, Emergencies at Work & Home, by Captain Mike Ketaily</i>	Giveaways items are ordered. Contact Capt. Ketaily soon to confirm. Ms. Holst to submit marketing request for a flyer. Ms. Medina to speak with Culinary Arts when they return in August. Try to get the colleges to compete for what they could do for T&T.	Finalize preparations for October Training & Tours.	Committee.
c. Committee Budget	The committee reviewed the budget status.	Discuss again next time.	Committee
d. Miscellaneous	Ms. Holst to put T & T suggestions on Basecamp for planning next T&T after October. FYI - Basecamp has a link for adding things to Outlook Calendar. Consider Training & Tours was originally about best practices, basic training, networking, seeing our properties. Ms. Medina suggested Professor Victor Rios, of UCSB as a speaker for the <i>Chancellor's Diversity In Leadership Speaker Series</i> .	Discuss future topics again next time.	Committee as assigned.
e. 2019 Classified Employee of the Year	Webpage is ready/live. Colleges can begin whenever they choose.	Begin campaign when ready.	Classified Senates
5. Next Meeting - 1:00 p.m. on 8/6/18, DAC	Meeting ended at 2:07 p.m.	N/A	N/A

[Notes by Jennifer Holst]