



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
August 6, 2018, 1:00 p.m.; District Administrative Center**

In Attendance: Laura Barroso, Tracie Bosket, Celestina Chavez, Gilbert Downs, Michael Shanahan, Sebastian Szczebiot, Elizabeth Thompson, Maria Urenda; **Guest:** Mike Ketaily
Via Skype: Joe Esquivel, Janeene Nagaoka, Sharon Oxford, Felicia Torres
Did Not Attend: Ashley Chelonis, Linda Fa’asua, Eric Lopez, Amparo Medina, Matthew Moore
Date Approved: September 10, 2018

Agenda Item	Notes	Action/Completion Timeline	Responsibility
1. Open Meeting	The meeting began at 1:04 p.m.	N/A	N/A
2. Minutes of July 2, 2018	Approved without objection.	Post to webpage.	Ms. Holst
3. Final Minutes of June 4, 2018	Included in agenda package.	N/A	N/A
4. Open Discussion			
a. CONFLICT RESOLUTION: July 19, 2018, Training & Tours at Moorpark College	The committee discussed July Training & Tours and reviewed evaluation responses. WiFi coverage at Moorpark College was a problem.	N/A	N/A
b. Training & Tours at the Fire Academy – October 19, 2018 READY, SET, GO, EMERGENCIES AT WORK & HOME	<p>The committee discussed the next Training & Tours. Mike Ketaily presented his ideas.</p> <p>Preparing a <i>Go Bag</i> for home and at work.</p> <ul style="list-style-type: none"> • List of things to have scanned. • Rotate stored food and water. • List of web resources for people. • What/what not to expect from emergency services during an emergency. • Care of animals during an emergency. <p>Training facility tour. Scavenger hunt game to get people involved. Keep people moving. Activities, break-outs. Dress comfortably. We can do a scavenger hunt ahead of time too.</p> <p>Conflict resolution/team building activity. Fun stress. Game rewards can be the giveaways. There will be Fire Academy swag also. Different instructors, there</p>	Finalize preparations for October Training & Tours.	Committee.



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	<p>will be 10 minute breaks every hour.</p> <p>Watch the movie <i>San Andreas</i>.</p> <p>Perhaps Mr. Softie ice cream as a special treat.</p> <p>Mr. Downs volunteers to get lunch from Marie Callender's.</p> <p>Ms. Chavez will arrange for breakfast and will discuss chairs and tables with Robert Hott. We may need to rent chairs and tables. Ventura College has tents if needed.</p>		
<p>c. Future Training & Tours Topics (February/March 2019)</p>	<p>A classified version like the teaching men of color.</p> <p>Marketing LinkedIn Learning/Lynda.com. We have never gotten to that project. Consider <i>Invest in Yourself?</i></p> <p>Go through suggestions on Basecamp to select those you find most interesting. Have a theme for the day.</p>	<p>Review suggestions for proposed future Training & Tours topics posted on Basecamp.</p>	<p>Committee</p>
<p>d. Committee Budget</p>	<p>The committee reviewed the budget status.</p>	<p>Standard agenda item.</p>	<p>Committee</p>
<p>e. Miscellaneous</p>	<p>The committee finds Basecamp useful. Training & Tours events will be specific project files. Give us feedback on Basecamp.</p>	<p>Provide feedback on using Basecamp.</p>	<p>Committee.</p>
<p>f. 2019 Classified Employee of the Year</p>	<p>Webpage is ready/live. Colleges can begin whenever they choose. Sebastian suggests a nomination drive, time to work on a nomination. Let your supervisors know about staff attending Training & Tours. Chancellor's Cabinet will discuss.</p>	<p>Begin campaign when ready.</p>	<p>Classified Senates</p>
<p>5. Next Meeting @ 1:00 p.m. on 9/10/18</p>	<p>Meeting ended at 2:07 p.m.</p>	<p>N/A</p>	<p>N/A</p>

[Notes by Jennifer Holst]