



**Classified Professional Development Committee**  
**Wednesday, February 26, 2020, 10:00 am**  
**Ventura College Main Campus – MCW 312**  
**~AGENDA~**



**Committee Members**

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Classified Chair	Olivia Long		Classified			Classified		
Classified			Classified			Classified		
Classified			Classified			Classified		
Classified			Classified			Classified		
Classified			Classified			Classified		

Guests:

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:0x am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by a, second by b Discussion: Final Resolution: Motion was Yes:	
3. Public Comment		
4. Approval of Minutes: 2/12/20	O. Long called for a motion to adopt the minutes. Motion by a, second by b Discussion: Final Resolution: Motion was Yes:	
5. Institute for Evidence-Based Change (IEBC) – <a href="#">Caring Campus</a>	<a href="#">IEBC Caring Campus Readiness Assessment Form 2.21.20</a>	

6. New Classified Professionals Orientation	Requested by Dr. Hoffmans to hold twice a year (spring and fall)	
7. Plan for PD <a href="#">Event Plan To-Do</a>	<p>Upcoming dates in chronological order:</p> <ul style="list-style-type: none"> <li>• <a href="#">Professional Development</a> days as noted on Instructional Calendar: Thursday, March 19<sup>th</sup> and Friday, March 20<sup>th</sup> ➤ ADD (2) 30 min. sessions “EMS Refresher” w/Kelly Denton &amp; Sue Royer</li> <li>• <a href="#">Diversity in Culture Festival</a>: Wednesday, March 25<sup>th</sup> and Thursday, March 26<sup>th</sup></li> <li>• <a href="#">11<sup>th</sup> Annual Holistic Health Festival</a>: Tuesday, March 31<sup>st</sup> @ 9 am – 2 pm</li> <li>• <a href="#">Earth Day 2020</a> Tentative Monday, April 20<sup>th</sup> (link is to 2019 event)</li> </ul>	ALL – ideas for PD Days/guest speakers, etc.
8. <a href="#">Report: Professional Development Coordination Council (PDCC)</a>		
9. <a href="#">Report: Districtwide Classified Professional Development Committee (DW-CPDC)</a>	<a href="#">Training and Tours</a>	
10. Professional Development Budget(s): <ul style="list-style-type: none"> <li>• FUND A: Funds from the state</li> <li>• FUND B: Local campus funds (\$7,500)</li> <li>• FUND C: PDCC funds (\$15,000)</li> </ul>	<p>Report out for funds spend to date and remaining balances.</p> <p>Discussion regarding using funds for conferences.</p>	
11. Future Agenda Items		
12. Adjournment	O. Long adjourned the meeting at 11:28 am	
13. Future Meeting Dates	2020: 3/11, 3/25, 4/8, 4/22, 5/13, 5/27, 6/10, 6/24	
14. Old Business	<p>M. Moore – awaiting response from CCC Vision Resource Center re: data on current usage.</p> <p>O. Long work w/M. Moore to set up 30 min sessions to set up CCCVRC accounts</p> <p>F. Torres – order status of earbuds and books for library</p>	

**Committee Charge:**

The Classified Professional Development Committee (CPDC) evaluates professional development needs, proposes informal and formal training events, develops implementation plans, sponsors pathways for unique learning opportunities, and celebrates the accomplishments of classified professionals. The CPDC is committed to improving the community through cross campus connections, open dialogues, targeted trainings, and self-improvement.

**Committee Goals 2019-2020:**

- Increase account usage of CCC Vision Resource Center for VC employees
- Conduct a needs assessment survey
- Construct a timeline for VC-CPDC



**Classified Professional Development Committee**  
**Wednesday, February 12, 2020, 10:00 am**  
**Ventura College Main Campus – MCW 312**  
**~MINUTES~**



**Committee Members**

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Classified Chair	Olivia Long	✓	Classified	Erin Askar	✓	Classified		
Classified	Matt Moore	✓	Classified	Jessie Llamas	✓	Classified		
Classified	Carol Smith	✓	Classified	A. Rock Fredell	✓ (Skype)	Classified		
Classified	Felicia Torres	✓	Classified	Sharon Oxford	✓ (Skype)	Classified		
Classified	Chez Harper	✓	Classified			Classified		

Guests:

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:00 am	
2. Adoption of the Agenda	<p>O. Long called for a motion to adopt the agenda.</p> <p>Motion by M. Moore, second by S. Oxford</p> <p>Discussion: O. Long noted that her intention was to discuss New Classified Employee Orientation and the appropriateness of it falling under the responsibility of CPDC. Due to the fact that she disremembered to make it a separate agenda item, she will touch on it under agenda item number eight.</p> <p>Final Resolution: Motion was approved.</p> <p>Yes: O. Long, M. Moore, C. Smith, F. Torres, C. Harper, E. Askar, J. Llamas, A. Fredell, and S. Oxford</p>	
3. Public Comment	None.	
4. Approval of Minutes: 1/8/20	<p>O. Long called for a motion to adopt the minutes.</p> <p>Motion by A. Fredell, second by C. Smith</p> <p>Discussion: O. Long noted that the minutes reflected that we covered a lot at our last meeting – kudos to us!</p> <p>Final Resolution: Motion was approved.</p>	

	Yes: O. Long, M. Moore, C. Smith, F. Torres, C. Harper, E. Askar, J. Llamas, A. Fredell, and S. Oxford	
5. Institute for Evidence-Based Change (IEBC) – <a href="#">Caring Campus</a>	<p>O. Long shared that a representative from IEBC presented on Caring Campus at Classified Leadership Institute last June 2019. We put our name down as interested in learning more and possibly bringing to our campus. The process starts with a phone call from IEBC to the college president and then submission of a readiness assessment.</p> <p>Consensus was in favor of moving forward.</p>	
6. Plan for PD <a href="#">Event Plan To-Do</a>	<p>Upcoming dates in chronological order:</p> <ul style="list-style-type: none"> <li>• <a href="#">Professional Development</a> days as noted on Instructional Calendar: Thursday, March 19<sup>th</sup> and Friday, March 20<sup>th</sup> A thorough and robust discussion ensued fleshing out the modules planned for Day One (3/19/20). M. Moore shared that the PDCC was working on an all-day guest speaker for Day Two (3/20/20). Our original plan was to repeat Day One modules with different times to provide more opportunities for classified professionals to attend. If the plan of PDCC doesn't come to fruition this is our Plan B. Initial discussion regarding lunch on day one centered on the assumption that it would be Classified Professionals exclusively. The discussion included the concept of a table top activity during lunch with the initial idea of questions such as, "What is the most difficult challenge you face in your position?" or other questions in that same vein. F. Torres and M. Moore shared that the PDCC had discussed an all campus lunch with faculty, classified, and administration. O. Long stated that this could be an opportunity to start a discussion with our faculty about our current campus culture. After much dialogue on the topic, consensus was to discuss with Dr. Hoffmans before moving forward.</li> <li>• <a href="#">Diversity in Culture Festival</a>: Wednesday, March 25<sup>th</sup> and Thursday, March 26<sup>th</sup> A. Fredell shared that help is still needed to make this festival a success. The planning group will be meeting every Thursday from 2:30 to 3:30 pm in MCE 226 up until the event.</li> <li>• <a href="#">11<sup>th</sup> Annual Holistic Health Festival</a>: Tuesday, March 31<sup>st</sup> @ 9 am – 2 pm The group discussed the idea of prepaying for lunch from the food truck. If a classified professional attends one of the activities planned during the</li> </ul>	ALL – ideas for PD Days/guest speakers, etc.

	<p>festival, they will earn a lunch ticket. It was suggested to form a group to attend certain activities so that it is more of a team activity as opposed to individual.</p> <ul style="list-style-type: none"> <li>• <a href="#">Earth Day Week 2020</a></li> </ul> <p>Tentative Monday, April 20<sup>th</sup> (link is to 2019 event)</p> <p>C. Smith noted that the Environmental Outdoors Student Organization (EOSO) is planning a week devoted to Earth Day. The week of April 20<sup>th</sup>; Earth Day is Wednesday, April 22<sup>nd</sup>. They have discussed a conservation fair tentatively planned for Thursday, April 23<sup>rd</sup>. She noted that she would like to get a group together to work on the rose garden area in front of the ECT building.</p>	
7. <a href="#">Report: Professional Development Coordination Council (PDCC)</a>	<p>As noted in agenda item 6 (above), M. Moore and F. Torres shared that the PDCC was working on a speaker for Friday, March 20<sup>th</sup> and a group lunch on Thursday, March 19<sup>th</sup>.</p> <p>They also shared that the PDCC voted in favor of using its funds to support Dean Kumpf's attendance for the <a href="#">(4CSD) Annual Conference</a> March 4 – 6, 2020. The group supported this decision.</p>	
<p>8. Professional Development Budget(s):</p> <ul style="list-style-type: none"> <li>• Funds from the state</li> <li>• Local campus funds (\$7,500)</li> <li>• PDCC funds (\$15,000)</li> </ul>	<ul style="list-style-type: none"> <li>• Report out for funds spend to date and remaining balances.</li> </ul> <p>Due to time this item was briefly covered by O. Long however discussion was postponed to the next meeting.</p> <ul style="list-style-type: none"> <li>• Discussion regarding using funds for conferences.</li> </ul> <p>O. Long stated her opinion was that if the conference can impact overall Classified Professional at a campus wide level, she would be on board with using local campus funds for conference travel. If the travel was specific to an individual's position on campus, it was her opinion that division funds should be used to support that type of conference attendance. She asked those in attendance to think about this topic and postponed discussion to the next meeting.</p> <ul style="list-style-type: none"> <li>• California Community College Council for Staff and Organizational Development (<a href="#">4CSD) Annual Conference</a> March 4 – 6, 2020</li> </ul> <p>O. Long noted that she, F. Torres, and M. Moore will be attending this conference using the funds from the state.</p>	
9. Future Agenda Items	<ul style="list-style-type: none"> <li>• New Classified Professionals Orientation</li> <li>• <a href="#">Districtwide Classified Professional Development – Training and Tours</a></li> </ul>	
10. Adjournment	O. Long adjourned the meeting at 11:31 am	

11. Future Meeting Dates	2020: 2/26, 3/11, 3/25, 4/8, 4/22, 5/13, 5/27, 6/10, 6/24	
12. Old Business	<p>M. Moore – awaiting response from CCC Vision Resource Center re: data on current usage.</p> <p>O. Long work w/M. Moore to set up 30 min sessions to set up CCCVRC accounts</p> <p>F. Torres – order status of earbuds and books for library</p>	

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#### **Committee Goals 2019-2020:**

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# CLASSIFIED PROFESSIONAL DEVELOPMENT

Thursday, March 19, 2020	Friday, March 20, 2020*
<p>9:30AM – 10:20AM</p> <p>Technology – O. Long to lead Focus on CCCCCO Vision Resource Center (VRC)</p>	<p>AM – 1 hour</p> <p>Effective Communication</p>
<p>10:30AM – 11:20AM</p> <p>Conflict Resolution – Role Play – M. Moore to compose a few scenarios; O. Long to find P. Ewing's card;</p>	<p>AM – 1 hour</p> <p>Technology</p>
<p>Lunch</p> <p>Tabletop activity?</p>	<p>Lunch</p>
<p>2PM – 2:50PM</p> <p>Technology – M. Moore to lead; present on our CPDC shell; O. Long repeat AM session for VRC</p>	<p>PM – 1 hour</p> <p>Conflict Resolution</p>
<p>3PM – 3:50PM</p> <p>Effective Communication</p> <ul style="list-style-type: none"> <li>- Focus on email?</li> <li>- When to email vs. F2F vs. meeting</li> <li>- Civility</li> <li>- Using email/outlook to lighten 'mental load'</li> </ul>	<p>PM – 1 hour</p> <p>Technology</p>

***\*PDCC planning an all-day speaker event; if it doesn't pan out, this is our Plan B.***



# CLASSIFIED PROFESSIONAL DEVELOPMENT

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## THURSDAY, MARCH 19, 2020

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### TECHNOLOGY

9:30 - 10:20 am

#### INTRODUCTION TO THE CCCCCO VRC

*Vision Resource Center • Account Setup •  
Explore literally thousands of modules*

### CONFLICT RESOLUTION

10:30 - 11:20 am

#### LEARN AND/OR REINFORCE TECHNIQUES

*Role Play • Tip Card to keep •*

### LUNCH

#### CLASSIFIED TEAMBUILDING LUNCH

*Food • Laughs • Discussion •*

### TECHNOLOGY

2 - 2:50 pm

#### DID YOU KNOW CPDC HAS A CANVAS SHELL

*CCCCCO VRC account set up • Intro to Canvas •*

### EFFECTIVE COMMUNICATION

3 - 3:50 pm

#### FOCUS ON EMAIL

*Using Outlook • E-mail versus Face to Face  
versus call versus meeting •*

### EMS REFRESHER

#### ROOM RESERVATION SYSTEM

*Viewing • Making Reservations • Civic Center  
versus Academic •*



# Diffusing Anger

I will...

- **Recognize anger is really fear**
- Introduce myself
- Call the student by name
- Keep my cool
- Acknowledge feelings *"I hear how frustrated you are..."*
- Listen without correcting or arguing
- Say *"Let me make sure I understand your concern."*

- Make "I" statements
- Avoid "You" statements
- Answer with a "yes"
- Avoid sarcasm, humor, excuses, and blame
- Lower my voice and speak slowly
- Allow time to elapse before I respond
- Create time and/or space
- Move to a quiet, but safe, area
- Graciously hand it off to someone else, if necessary



On the phone...listen with minimal comments, take a message, have someone call back in ten minutes.