




**Classified Professional Development Committee**  
**Wednesday, October 23, 2019, 10 am**  
**Ventura College Main Campus – MCW 312**



**Committee Members**

| Constituency     | Representative |  | Constituency | Representative |  | Constituency | Representative |  |
|------------------|----------------|--|--------------|----------------|--|--------------|----------------|--|
| Classified Chair | Olivia Long    |  | Classified   |                |  | Classified   |                |  |
| Classified       | Felicia Torres |  | Classified   |                |  | Classified   |                |  |
| Classified       | Chez Harper    |  | Classified   |                |  | Classified   |                |  |

| Agenda Item                               | Discussion Notes   | Action? |
|---|--|---------|
| 1. Call to Order                          |  |         |
| 2. Adoption of the Agenda                 |  |         |
| 3. Public Comment                         |  |         |
| 4. Approval of Minutes: 10/9/19           |  |         |
| 5. Draft Goals for VC-CPDC                |  |         |
| 6. VC-CPDC Logo                           |  |         |
| 7. Review Needs Assessment Survey Results |  |         |
| 8. Planning for PD                        |  |         |

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| 9. Future Agenda Items   |   |  |
| 10. Adjournment          |   |  |
| 11. Future Meeting Dates | 2019: 11/13, 11/27, 12/11<br><br>2020: 1/8, 1/22, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/13, 5/27, 6/10, 6/24 |  |

**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.



**Classified Professional Development Committee**  
**Wednesday, October 9, 2019, 10:00 am**  
**Ventura College Main Campus – CCCR**



**Committee Members**

| Constituency     | Representative      | Attended | Constituency | Representative        | Attended | Constituency | Representative         | Attended |
|------------------|---------------------|----------|--------------|-----------------------|----------|--------------|------------------------|----------|
| Classified Chair | Olivia Long         | ✓        | Classified   | Matt Moore            | ✓        | Classified   | Alexander Rock Fredell | ✓        |
| Classified       | Felicia Torres      | ✓        | Classified   | Veronica Allen        | ✓        | Classified   | Sebastian Szczebiot    | ✓        |
| Classified       | Chez Harper         | ✓        | Classified   | Lori Kramer           | ✓        | Classified   | Jessie Llamas          | ✓        |
| Classified       | Carol Smith         | ✓        | Classified   | Jordana Ybarra-Telias | ✓        | Classified   | (Skype) Sharon Oxford  | ✓        |
| Classified       | (Skype) Sandy Mason | ✓        | Classified   | (Skype) Cynthia Salas | ✓        | Classified   | (Skype) Tatiana Lawler | ✓        |
| Guests:          |                     |          |              |                       |          |              |                        |          |

| Agenda Item               | Discussion Notes  | Action? |
|---------------------------|---|---------|
| 1. Call to Order          | O. Long called the meeting to order at 10:04am  |         |
| 2. Adoption of the Agenda | O. Long called for a motion to adopt the agenda.<br>Motion by F. Torres, second by A. Fredell<br>Discussion: none<br>Final Resolution: Motion was approved<br>Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, V. Allen, L. Kramer, J. Ybarra-Tellis, A. Fredell, S. Szczebiot, J. Llamas, S. Oxford, S. Mason, C. Salas, T. Lawler  |         |
| 3. Public Comment         | S. Szczebiot attended meeting briefly with donuts. He stated his excitement for the opportunity this committee presents and notes resources available to support our efforts.<br>C. Harper noted that the Tri-Chair VC Professional Development Coordination Council was scheduled to meet at 1pm (same day.)<br>F. Torres provided a report for the <a href="#">VCCCD Classified Professional Development Committee</a> meeting held Monday, October 7 <sup>th</sup> at the district office. She shared that the allocation for the state funds were discussed at <a href="#">DCAS</a> with the consensus being to distribute on a percentage basis using FTES as the data point.<br>Confirmation is pending from HR Director Laura Barroso. She also noted that the |         |

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|  | <p>topic of a district wide retreat was discussed as were the CBT/Modern Think results. It was recommended to have the local committees review the CBT/Modern Think results as they pertain to classified professionals and brainstorm potential training/activities in reaction to said results.</p> <p>S. Szczebiot also noted that the VC Executive Team also provided that directive with a focus on the top 10 positive and negative results from the Modern Think survey.</p>   |  |
| 4. Approval of Minutes: 09/24/19   | <p>O. Long called for a motion to adopt the minutes.</p> <p>Motion by M. Moore, second by S. Szczebiot</p> <p>Discussion: none</p> <p>Final Resolution: Motion was approved</p> <p>Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, V. Allen, L. Kramer, J. Ybarra-Tellis, A. Fredell, S. Szczebiot, J. Llamas, S. Oxford, S. Mason, C. Salas, T. Lawler</p>   |  |
| <p>5. Draft Committee Charge</p> <p><b>Mission:</b> To Create a Charge for the CPDC (Classified Professional Development Committee)</p> <p><b>Proposed Charge:</b><br/>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.</p> <p><b>Taken From Original Writing:</b><br/>Reviewed PDCC draft charge; discussion ensued regarding purpose for CPDC and</p> | <p>M. Moore presented the proposed charge.</p> <p>O. Long called for a motion to adopt the charge.</p> <p>Motion by S. Szczebiot, second by A. Fredell</p> <p>Discussion: F. Torres expressed the need to distinguish between the campus committee and districtwide committee; she serves on both and both calendar invites had the same committee name. A brief discussion ensued regarding the name of the committee. O. Long stated that the name came from the <a href="#">2019-2025 Participatory Governance Handbook</a> and to her knowledge could not be changed. She agreed to add 'VC' to the calendar invite to alleviate any confusion.</p> <p>S. Szczebiot inquired about committee goals and shared a goal setting methodology known as <a href="#">SMART goals</a>.</p> <p>Final Resolution: Motion was approved</p> <p>Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, V. Allen, L. Kramer, J. Ybarra-Tellis, A. Fredell, S. Szczebiot, J. Llamas, S. Oxford, S. Mason, C. Salas, T. Lawler</p> |  |

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| <p>connection to PDCC; budget \$7500; chancellor's office grant;<br/>The Classified Professional Development Committee<br/>Propose, plan, develop, implement and evaluate training pd events and learning opportunities; processes; needs assessment; collaboration formally and informally to build a better work environment, with the purpose of increasing efficiencies and strengthening relationships; build community comradery; connection to DW CPDC &amp; PDCC; flourish communication; celebrating our successes; state classified award; professional learning pathways; connect to annual evaluations;</p> |  |   |
| <p>6. Planning for PD</p>   | <p>As stated at the prior VC-CPDC meeting the consensus was to create a survey to assess what current needs are. A. Pacheco volunteered to spearhead this project. The group discussion focused on topic areas of interest:</p> <ul style="list-style-type: none"> <li>• PPDP <a href="https://www.vcccd.edu/departments/human-resources/professional-development/classified-professional-development-committee-2">https://www.vcccd.edu/departments/human-resources/professional-development/classified-professional-development-committee-2</a></li> <li>• Secret Brown (guest speaker at Classified Senate Fall Flex Retreat) follow up in Spring</li> <li>• Military Ally Seminar</li> <li>• Suicide Prevention</li> <li>• DACA</li> <li>• Vision for Success/<a href="#">CCC Vision Resource Center</a></li> <li>• Civility – Book Idea <a href="#">Mastering Civility: A Manifesto for the Workplace</a></li> <li>• CBT/Modern Think</li> <li>• SEIU release time for education</li> <li>• Sustained Silent Reading &amp; discussion; <ul style="list-style-type: none"> <li>○ book of the month; 4 agreements;</li> </ul> </li> <li>• front line staff centered training; customer service (internal/external)</li> <li>• self-care when you get drained from work interactions (burnout)</li> <li>• BICT including building designations</li> <li>• conflict resolution (matt online –CCC VRC)</li> <li>• bystander vs. interventionist</li> </ul> | <p>Get survey out ASAP (this week)</p> <p>O. Long &amp; M. Moore schedule 30 min. sessions for CCCVRC account access/setup</p> <p>F. Torres to check with AVCIT Watkins re: link in portal for CCCVRC</p> |

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|                        | <ul style="list-style-type: none"> <li>• communication (written/verbal/nonverbal/digital) when to use each;</li> <li>• colloquial share what you learned (ex: matt leadership academy) (pirate talk) (OL gp presentation for CLI 19); toastmasters/like;</li> </ul> <p>O. Long noted the desire to link back to evaluation topics (work quality, work habits, working relations, demonstration initiative and judgement, punctuality and attendance, safety, communication, work goals)</p> |  |
| 7. Future Agenda Items | Set Goal(s) (needs assessment/evaluation); logo reveal; prioritize topics at next meeting.  |  |
| 8. Adjournment         | O. Long adjourned the meeting at 11:29am  |  |

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