



Classified Professional Development Committee
Wednesday, February 12, 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: 1/8/20	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 – Caring Campus		

<p>6. Plan for PD Event Plan To-Do</p>	<p>Upcoming dates in chronological order:</p> <ul style="list-style-type: none"> • Professional Development days as noted on Instructional Calendar: Thursday, March 19th and Friday, March 20th • Diversity in Culture Festival: Wednesday, March 25th and Thursday, March 26th • 11th Annual Holistic Health Festival: Tuesday, March 31st @ 9 am – 2 pm • Earth Day 2020 Tentative Monday, April 20th (link is to 2019 event) 	<p>ALL – ideas for PD Days/guest speakers, etc.</p>
<p>7. Report: Professional Development Coordination Council (PDCC)</p>		
<p>8. Professional Development Budget(s):</p> <ul style="list-style-type: none"> • Funds from the state • Local campus funds (\$7,500) • PDCC funds (\$15,000) 	<p>Report out for funds spend to date and remaining balances. Discussion regarding using funds for conferences. California Community College Council for Staff and Organizational Development (4CSD) Annual Conference March 4 – 6, 2020</p>	
<p>9. Future Agenda Items</p>		
<p>10. Adjournment</p>	<p>O. Long adjourned the meeting at 11:xx am</p>	
<p>11. Future Meeting Dates</p>	<p>2020: 2/26, 3/11, 3/25, 4/8, 4/22, 5/13, 5/27, 6/10, 6/24</p>	
<p>12. Old Business</p>	<p>M. Moore – awaiting response from CCC Vision Resource Center re: data on current usage. O. Long work w/M. Moore to set up 30 min sessions to set up CCCVRC accounts 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, January 8, 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	Felicia Torres	✓	Classified	Veronica Allen	✓	Classified		
Classified	Chez Harper	✓	Classified	A. Rock Fredell	✓ (Skype)	Classified		
Classified	Carol Smith	✓	Classified	Sharon Oxford	✓ (Skype)	Classified		
Classified	Matt Moore	✓	Classified			Classified		
Guests:								

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:02 am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by F. Torres, second by E. Askar Discussion: none Final Resolution: Motion was approved. Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, E. Askar, V. Allen, A. Fredell, S. Oxford	
3. Public Comment	It was noted that a planning meeting for the Diversity Festival (3/25-3/26) was scheduled for Jan. 9, 2020 at 2:30 pm in MCE 226.	
4. Approval of Minutes: 12/11/19	O. Long called for a motion to adopt the minutes. Motion by A. Fredell, second by F. Torres Discussion: It was noted that the minutes reflected incorrect dates for the Diversity Festival. They were listed as 3/19/20 & 3/20/20 however, the correct dates are 3/25-3/26. Final Resolution: Motion was approved with revision noted.	

	Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, E. Askar, V. Allen, A. Fredell, S. Oxford	
5. Plan for PD Event Plan To-Do	<p>Upcoming dates in chronological order:</p> <ul style="list-style-type: none"> Professional Development days as noted on Instructional Calendar: Thursday, March 19th and Friday, March 20th M. Moore shared that Oxnard College has tentatively planned a Distance Education Summit on Thursday, March 19th. Diversity in Culture Festival: Wednesday, March 25th and Thursday, March 26th 11th Annual Holistic Health Festival: Tuesday, March 31st @ 9 am – 2 pm Earth Day 2020 Tentative Monday, April 20th (link is to 2019 event) A. Fredell shared that the ASVC and a club are planning a week of events related to Earth Day and inquired about partnering with Classified Professionals as was once a past tradition. 	<p>O. Long to create a tentative schedule for PD days 3/19-20; O. Long to send email to Classified soliciting help for Diversity Festival.</p> <p>ALL – ideas for PD Days/guest speakers, etc.</p>
6. Report: Professional Development Coordination Council (PDCC)	<p>O. Long reported that a special meeting was convened on Tuesday, December 17, 2019 to provide clarification regarding professional development funds and membership for the Professional Development Coordination Council (PDCC.) In attendance were O. Long, M. Moore, D. Kumpf (via phone), L. Morales, K. Algiers, P. Briggs, and K. Hoffmans. After brief discussion, K. Hoffmans reaffirmed that the budget was to be split \$7,500 for Classified Professional Development Committee and Faculty Professional Development Committee; \$15,000 for the PDCC for a grand total of \$30,000. It was stated by P. Briggs that the PDCC was a closed group and attendance was limited to membership with guests being invited on an as needed basis. It was reiterated and understood by all in attendance that this is a new structure and a review of efficacy is planned upon completion of a one year cycle.</p>	<p>MEETS: 1st/3rd Fridays 10–11:30am SCI-CR-332</p>
7. Future Agenda Items	Institute for Evidence-Based Change – Caring Campus	
8. Adjournment	O. Long adjourned the meeting at 11:28 am	
9. Future Meeting Dates	2020: 1/22, 2/12, 2/26, 3/11, 3/25, 4/8, 4/22, 5/13, 5/27, 6/10, 6/24	

10. 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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DRAFT

CLASSIFIED PROFESSIONAL DEVELOPMENT

Thursday, March 19, 2020
AM – 1 hour Technology
AM – 1 hour Conflict Resolution
Lunch
PM – 1 hour Technology
PM – 1 hour Effective Communication

Friday, March 20, 2020
AM – 1 hour Effective Communication
AM – 1 hour Technology
Lunch
PM – 1 hour Conflict Resolution
PM – 1 hour Technology