



Classified Professional Development Committee
Wednesday, November 13, 2019, 10:00 am
Ventura College Main Campus – MCW 312




Committee Members

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Classified Chair	Olivia Long		Classified			Classified		
Classified	Felicia Torres		Classified			Classified		
Classified	Chez Harper		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: 10/23/19	O. Long called for a motion to adopt the minutes. Motion by a, second by b Discussion: Final Resolution: Motion was b Yes:	
5. Goals for VC-CPDC	<ul style="list-style-type: none"> • Increase account usage of CCC Vision Resource Center for VC employees • Conduct a needs assessment survey 	M. Moore to look into obtaining data

	<ul style="list-style-type: none"> Construct a timeline for VC-CPDC 	O. Long work w/M. Moore to set up 30 min sessions to set up CCCVRC accounts
6. VC-CPDC Logo	 <p>VENTURA COLLEGE Classified Professional Development Committee</p>	
7. Review Needs Assessment Survey Results		
8. Plan for PD	Event Plan To-Do	
9. Report: Professional Development Coordination Council (PDCC)		
10. Future Agenda Items		
11. Adjournment	O. Long adjourned the meeting at 11:xx am	
12. Future Meeting Dates	<p>2019: 11/27, 12/11</p> <p>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</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.




Classified Professional Development Committee
Wednesday, October 23, 2019, 10:00 am
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Committee Members

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Classified Chair	Olivia Long	✓	Classified	Lori Kramer	✓	Classified	A. Rock Fredell (Skype)	✓
Classified	Felicia Torres	✓	Classified	Erin Askar	✓	Classified		
Classified	Chez Harper	✓	Classified	Sebastian Szczebiot	✓	Classified		
Classified	Carol Smith	✓	Classified	Veronica Allen	✓	Classified		
Classified	Matt Moore	✓	Classified	Sharon Oxford (Skype)	✓	Classified		
Guests:								

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:04 am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by C. Harper, second by M. Moore Discussion: none Final Resolution: Motion was approved Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, L. Kramer, E. Askar, S. Szczbiot, V. Allen, S. Oxford, A. Fredell	
3. Public Comment	S. Szczbiot shared that President Hoffmans and Chancellor Gillespie went on a PRT visit to LA Valley College and brought back a stainless steel mug with a carabineer handle, branded with their professional development. It included a professional development passport. A discussion ensued regarding the concept and how we could incorporate into our campus professional development. O. Long noted that during the budget review at the last Guided Pathways meeting there is a line item to hire a Professional Expert. She suggested that a Professional Expert could be utilized to assist coordinate professional development.	S. Szczbiot to touch base with Dean Wright re: GP Professional Expert.
4. Approval of Minutes: 10/9/19	O. Long called for a motion to adopt the minutes.	

	<p>Motion by V. Allen, second by M. Moore</p> <p>Discussion: none</p> <p>Final Resolution: Motion was approved</p> <p>Yes: O. Long, F. Torres, C. Harper, C. Smith, M. Moore, L. Kramer, S. Szczbiot, V. Allen, S. Oxford, A. Fredell</p> <p>Abstention: E. Askar</p>	
5. Draft Goals for VC-CPDC	<p>The group discussed and proposed the following goals:</p> <ul style="list-style-type: none"> • Increase account usage of CCC Vision Resource Center for VC employees (can we get a count of how many are signed up currently & their last login?) • Conduct a needs assessment survey • Construct a timeline for VC-CPDC 	<p>M. Moore to look into obtaining data</p> <p>O. Long work w/M. Moore to set up 30 min sessions to set up CCCVRC accounts</p>
6. VC-CPDC Logo	 <p>Discussion of the proposed logo ensued. It was consensus to replace brain with trees to represent growth and our local two tree landmark.</p>	<p>A. Fredell to revise logo and present at next meeting</p>
7. Review Needs Assessment Survey Results	<p>O. Long reported that 25 responses have been received to date. Referencing the fall 2019 snapshot there are 158 classified at VC which means we have feedback from approximately 16% of our population. It was consensus to keep the survey open and obtain more feedback including a strong call to action.</p>	<p>O. Long to refine results; determine time to take survey; send out results and solicit more input</p>
8. Planning for PD	<p>E. Askar shared that she is reading <u>Mastering Civility: A Manifesto for the Workplace</u> and noted that the author was featured on a Podcast. She suggested listening to the podcast as an introduction into the book's subject matter.</p>	<p>Commit to listening to podcast for</p>

	<p>A discussion ensued regarding starting a book club, M. Moore noted it could be an item on the “passport” as discussed earlier from LA Valley College.</p> <p>A brief discussion regarding wellness/education leave and reimbursement ensued; could add to passport as well; L. Kramer shared that she earned two Associate degrees utilizing the education leave.</p>	discussion at next meeting
9. Future Agenda Items	<p>M. Moore to report back regarding data on existing logins for CCC Vision Resource Center.</p> <p>A. Fredell noted that we need to review the survey results and begin planning for the new calendar year.</p>	
10. Adjournment	O. Long adjourned the meeting at 11:07am	
11. Future Meeting Dates	<p>2019: 11/13, 11/27, 12/11</p> <p>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</p>	

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