



Classified Professional Development Committee
Wednesday, December 11, 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			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: 11/13/19	O. Long called for a motion to adopt the minutes. Motion by a, second by b Discussion: Final Resolution: Motion was b Yes:	
5. Plan for PD Event Plan To-Do		
6. Report: Professional Development Coordination Council (PDCC)		MEETS: 1 st /3 rd Fridays

		10–11:30am SCI CR 332
7. Future Agenda Items		
8. Adjournment	O. Long adjourned the meeting at 11:xx am	
9. Future Meeting Dates	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	
10. Old Business	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	

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



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Wednesday, November 13, 2019, 10:00 am
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Committee Members

Constituency	Representative	Attended	Constituency	Representative	Attended	Constituency	Representative	Attended
Classified Chair	Olivia Long	✓	Classified	E. Askar	✓	Classified	Jessie Llamas (Skype)	✓
Classified	Tricia Bergman	✓	Classified	A. Rock Fredell (Skype)	✓	Classified	Sandy Mason (Skype)	✓
Classified	Carol Smith	✓	Classified	Borasmy Sotuon (Skype)	✓	Classified		
Classified	Lori Kramer	✓	Classified	Matt Moore (Skype)	✓	Classified		
Classified	Veronica Allen	✓	Classified	Sharon Oxford (Skype)	✓	Classified		

Guests:

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:07 am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by L. Kramer, second by V. Allen Discussion: O. Long noted that agenda item 9 'Report: Professional Development Coordination Council (PDCC)' would be a standing item from this meeting forward. Final Resolution: Motion was approved Yes: O. Long, T. Bergman, C. Smith, L. Kramer, V. Allen, E. Askar, A. Fredell, B. Sotuon, M. Moore, S. Oxford, J. Llamas, and S. Mason	
3. Public Comment	None.	
4. Approval of Minutes: 10/23/19	O. Long called for a motion to adopt the minutes. Motion by E. Askar, second by L. Kramer Discussion: none Final Resolution: Motion was approved Yes: O. Long, T. Bergman, C. Smith, L. Kramer, V. Allen, E. Askar, A. Fredell, B. Sotuon, M. Moore, S. Oxford, J. Llamas, and S. Mason	

<p>5. Goals for VC-CPDC</p>	<ul style="list-style-type: none"> • Increase account usage of CCC Vision Resource Center for VC employees • Conduct a needs assessment survey • Construct a timeline for VC-CPDC <p>O. Long called for a motion to adopt the goals. Motion by V. Allen, second by L. Kramer Discussion: none Final Resolution: Motion was approved Yes: O. Long, T. Bergman, C. Smith, L. Kramer, V. Allen, E. Askar, A. Fredell, B. Sotuon, M. Moore, S. Oxford, J. Llamas, and S. Mason</p>	<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>
<p>6. VC-CPDC Logo</p> 	<p>O. Long called for a motion to adopt the logo. Motion by L. Kramer, second by V. Allen Discussion: All expressed gratitude to A. Rock Fredell for the logo design. Final Resolution: Motion was approved Yes: O. Long, T. Bergman, C. Smith, L. Kramer, V. Allen, E. Askar, A. Fredell, B. Sotuon, M. Moore, S. Oxford, J. Llamas, and S. Mason</p>	
<p>7. Review Needs Assessment Survey Results</p>	<p>O. Long reviewed the results of the survey. She explained that a point value of 2 was assigned to 'Extremely Interested' topic responses and a point value of 1 to 'Interested' topic responses; then the points were added together and sorted by total points value with the highest result being the first. The results were (1) Wellness, (2) Effective Communication Skills, (3) Safety & Emergency Response Pro Tips, (4) Conflict Resolution, and (5) Technology.</p>	
<p>8. Plan for PD Event Plan To-Do</p>	<p>Dates identified for PD:</p> <ul style="list-style-type: none"> • Spring Flex dates: 3/19/20 & 3/20/20 • Diversity Festival: 3/25/20 & 3/26/20 • Spring Health Festival: date ? <p>Robust discussion ensued identifying a need for greater connection for Classified Professionals to the annual Diversity Festival.</p> <p>A suggestion was made to coordinate a professional development activity to coincide with the spring health fair to address the topic of wellness. This activity would be followed by lunch (tickets provided to get lunch from food truck) to debrief and further contemplate on the topic of wellness.</p> <p>The faculty travel pool was brought up and the concept of using PD funds for a classified travel pool was discussed.</p>	<p>O. Long to reach out to appropriate parties re: Diversity and Health Festivals</p>

	<p>Consensus was to start a library, M. Moore confirmed that there was space in the LRC Studio, beginning with the purchase of 10 copies of Mastering Civility: A Manifesto for the Workplace by C. Porath.</p> <p>Consensus was also to order earbuds to restart our “Bring your earbuds” professional development days.</p> <p>A brief discussion ensued regarding learning styles and use of canvas. M. Moore volunteered to create a canvas shell to house CPDC trainings and events.</p> <p>Those in attendance agreed to researching ideas (related to topics identified in survey) for the spring flex dates identified and bringing the ideas to our next meeting.</p>	<p>O. Long order books and earbuds</p> <p>M. Moore create canvas shell for CPDC</p> <p>All: research ideas and bring to next meeting</p>
<p>9. Report: Professional Development Coordination Council (PDCC) MEETS: 1st/3rd Fridays 10 – 11:30am SCI CR 332</p>	<p>O. Long noted that a special meeting was held Wednesday, November 6th; budget and logistics were discussed. This will remain a standing agenda item to facilitate coordination and collaboration with the PDCC.</p>	
<p>10. Future Agenda Items</p>	<p>None</p>	
<p>11. Adjournment</p>	<p>O. Long adjourned the meeting at 11:26 am</p>	
<p>12. Future Meeting Dates</p>	<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.

Topic	Extremely Interested (2)		Interested (1)	TOTAL	Not Interested (0)
Wellness – (e.g. How to Avoid Burnout)	20	40	11	51	7
Effective Communication Skills	19	38	12	50	7
Safety & Emergency Response Pro Tips	16	32	16	48	6
Conflict Resolution	15	30	16	46	7
Technology (Office 365, Excel, Word, Outlook, etc.)	18	36	9	45	11
Mastering Civility in the Workplace (Based on Book)	17	34	10	44	11
Equity in Education and the Workplace	15	30	14	44	9
SEIU Release Time for Education	13	26	18	44	7
Personalized Professional Development Plans	16	32	11	43	11
Results to Solutions: 2019 Employee Perception Survey	8	16	20	36	10
Behavioral Intervention & Care Team (BICT)	7	14	22	36	9
Suicide Prevention Awareness	7	14	21	35	10
Frontline Services Staff Centered Training (e.g. Customer Service)	9	18	16	34	13
Helping Deferred Action for Childhood Arrival (DACA) Students	7	14	19	33	12
Veteran/Military Student Ally	8	16	15	31	15
HR - Applications, T&E (training and experience), Interviewing	3	6	22	28	13
Annual Classified Employee Self-Evaluation -How to Rock it!	5	10	15	25	18
Other Topics: Please let us know if you have any other ideas for classified professional development topics or have comments for the ones mentioned above.					
Supervising and managing student workers.					
Ordering procedures, especially timely information about changes in procedures.					
Team building activities such as book club, after work hiking club, lunchtime walking groups, etc. Things that aid the staff in developing professionally on a more personal level - building camaraderie.					
The civility, wellness and conflict resolution are great work shops, I would definitely attend these.					
Workman's compensation - how to deal with injuries on the job, how the insurance works, which facilities you can use - so we know how to deal with something like this before it happens.					
Make Sabbaticals available for classified employees, Develop a Tuition Reimbursement Program, Funds for classified staff to attend conferences.					
VCCCD wide peer meetings, like all the library classified from all three campuses getting together to talk about best practices, and what works.					
Cultural competency overall. Ally-ship for any marginalized group. Social Justice in Higher Education and how our jobs are linked					
What is professional development ? how do I avoid burnout if I am already burned out					
self-advocacy (might overlap with some of the above)					
To expand on the Frontline Services Staff: I would love to specifically see training on dealing with diffusing upset students, dealing with angry students, etc.					
Also, it would be cool if we did ally/advocate training if we got some sort of digital badge we could add to email signatures (and eventually on the new website, staff will have bio pages) that show I completed the LGBTQ ally training, or the Military Ally training, or the UndocuAlly training. This empowers the staff and also helps students to identify safe people and spaces.					
Interpreting Budgets Refresh Training					
Not at this time.					
Wealth management, how to save money, financial advice, things like that.					
Adobe Acrobat DC					

	Most Effective (2)		Somewhat Effective (1)	TOTAL	Least Effective
In-Person Workshops - Shorter sessions over time	28	56	6	62	4
Classified "TED" Talks (sharing best practices)	23	46	12	58	3
Opportunities to Meet Peers within the District	19	38	15	53	4
Guest Speakers	19	38	14	52	5
Professional Meetings & Conferences	18	36	13	49	7
Networking & Events that promote collegiality	17	34	14	48	7
Discussion Groups / Think Tanks	12	24	18	42	8
Reading and discussing books (Book Club)	12	24	14	38	12
Field trips to local sites	13	26	10	36	15
Online Self-Paced Trainings	9	18	15	33	14
In-Person Day Long Events	5	10	16	26	17

Do you have any additional recommendations regarding professional development activities?

The various formats listed above give a lot of options for different typed of activities. A mix of these might be good.

Should I be involved in this ?

The workshops need to have some structure. The last two that I've gone to we have not had anything come out
No, thanks :)

Our center is open five days a week, so the only time I am able to attend training is when the campus is closed.

Professional development by position.

Stop these complete waste of time events. These events prevent people who were hired to do a job from doing said job. There are too many people here who see these events as ways to get paid to not work and know they cannot be prevented by their supervisors from attending.

There are many different professions represented on campus. While there is certainly overlap in areas of professional development needs and interests there are also needs for development in specific professions with low representation. As the Classified Professional Development grows I am hoping that small groups and individuals will have opportunities for very specific development activities. Thanks to all who are working hard to develop this program.

Get speakers who not only know everything about the topics on which they speak, but are passionate enough about those topics to capture our attention. There's nothing worse than a wasted day because the speaker is completely unable to keep our attention.

I would like to see the classified rent a bus or take mass transit and go someplace fun maybe to a ball game, museums, downtown LA (Metro), the islands, whale watching, Hearst castle, Lotus land, ski trip, We could open that up to the district maybe or maybe not. It would be nice to build relationships outside of work.