



**Classified Professional Development Committee**  
**Wednesday, February 26, 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	A. Rock Fredell	✓	Classified	Sandy Mason	✓ (Skype)
Classified	Matt Moore	✓	Classified	Veronica Allen	✓	Classified	Angeles Rodriguez	✓ (Skype)
Classified	Felicia Torres	✓	Classified	Michelle Shearer	✓	Classified	April Montes	✓ (Skype)
Classified	Chez Harper	✓	Classified	Sharon Oxford	✓ (Skype)	Classified	Ali Olsen-Pacheco	✓ (Skype)
Classified	Erin Askar	✓	Classified	Nan Duangpun	✓ (Skype)	Classified	Sebastian Szczebiot	✓ (Skype)
Guests:								

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:05 am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by C. Harper, second by V. Allen Discussion: none. Final Resolution: Motion was approved. Yes: O. Long, M. Moore, F. Torres, C. Harper, E. Askar, A. Fredell, V. Allen, M. Shearer, S. Oxford, N. Duangpun, S. Mason, A. Rodriguez, A. Montes, A. Olsen-Pacheco, and S. Szczebiot.	
3. Public Comment	None.	
4. Approval of Minutes: 2/12/20	O. Long called for a motion to adopt the minutes. Motion by E. Askar, second by C. Harper Discussion: O. Long noted that the notes reflected a lot of good work. Final Resolution: Motion was approved.	

	Yes: O. Long, M. Moore, F. Torres, C. Harper, E. Askar, A. Fredell, V. Allen, M. Shearer, S. Oxford, N. Duangpun, S. Mason, A. Rodriguez, A. Montes, A. Olsen-Pacheco, and S. Szczebiot.	
5. Institute for Evidence-Based Change (IEBC) – <a href="#">Caring Campus</a>	<p><a href="#">IEBC Caring Campus Readiness Assessment Form 2.21.20</a></p> <p>O. Long shared that the impetus to participate stemmed from an information session she and Felicia Torres attended at the June 2019 Classified Leadership Institute hosted by the California Community Colleges Classified Senate (4CS). At that point in time, they put their names down on an interest list to be contacted for further information. IEBC reached out recently and informed them that the program was opening up for the next cohorts and if our institution was still interested. They responded in the affirmative. The next step was a call from IEBC to our campus President (Dr. Hoffmans). After the call, we were instructed to complete and submit the <a href="#">IEBC Caring Campus Readiness Assessment Form</a>. An email was received by the President’s office on Monday, February 24<sup>th</sup> stating that Ventura College has been selected to join the second cohort of colleges participating in the Caring Campus initiative. (<a href="#">link to email</a>)</p> <p>O. Long passed out hard copies of the email and email attachments. There were two pressing action items within the email: (1) Identify a Caring Campus Liaison (2) Complete the Caring Campus Kickoff Administration and Leadership Designation Form.</p> <p>O. Long nominated Matthew Moore to fill the role of Caring Campus Liaison. He accepted. The committee consensus was in support of M. Moore filling the role.</p> <p>O. Long reviewed the form and noted that S. Szczebiot in conjunction with Dr. Hoffmans had begun to complete.</p>	<a href="#">Handout (email)</a>
6. New Classified Professionals Orientation	<p>O. Long noted that prior to the formation of this committee, New Classified Professionals Orientation was facilitated by Classified Senate (CS). At this point in time, would it be more appropriate for the Classified Professional Development Committee (CPDC) to facilitate orientation? The consensus of the committee was in favor of transitioning orientation from CS to CPDC. O. Long also noted that it has been requested by Dr. Hoffmans to hold orientation at least twice a year (spring and fall.) E. Askar and A. Olsen-Pacheco volunteered to serve on an orientation sub/work group.</p>	
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> <ul style="list-style-type: none"> <li>➤ ADD (2) 30 min. sessions “EMS Refresher” w/Kelly Denton &amp; Sue Royer</li> </ul> </li> </ul>	ALL – ideas for PD Days/guest speakers, etc.

	<p>O. Long shared that after the discussion in regards to lunch at the last CPDC meeting (Wed., Feb. 12<sup>th</sup>) she sent an email to Dr. Hoffmans regarding the idea of a tabletop exercise to facilitate bridge building between classified professionals and faculty. The response to the email was an invitation to an executive team meeting to discuss the idea. The day after the last CPDC meeting (Thursday, February 13<sup>th</sup>) there was a Classified Senate meeting wherein classified professionals shared, and consensus was, that it was favored to have a lunch with attendance limited to classified professionals. O. Long shared that she, Felicia Torres, and Matthew Moore attended the Monday, Feb. 24<sup>th</sup> executive team meeting to convey the viewpoint related to lunch and lack of collegiality felt by classified professionals. The executive team was in support of classified professionals having their own lunch. The committee reviewed the draft flyer sent out with the agenda. A. Fredell volunteered to finalize the flyer and ensure ADA compliance.</p> <p>E. Askar suggested that in addition to sending out the flyer, we should extend a personal invite to a colleague to encourage attendance.</p> <p>A brief discussion regarding lunch ensued. After several different suggestions, the consensus was Meridians.</p> <ul style="list-style-type: none"> <li>• <a href="#">Diversity in Culture Festival:</a> Wednesday, March 25<sup>th</sup> and Thursday, March 26<sup>th</sup> A. Fredell provided an update 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</li> <li>• <a href="#">Earth Day 2020</a> Tentative Monday, April 20<sup>th</sup> (link is to 2019 event)</li> </ul>	
<p>8. <a href="#">Report: Professional Development Coordination Council (PDCC)</a></p>	<p>F. Torres noted that she provided a summary of CPDC work to the PDCC including the consensus regarding lunch on Thursday, March 19<sup>th</sup>. M. Moore noted that he was very proud of F. Torres.</p>	
<p>9. <a href="#">Report: Districtwide Classified Professional Development Committee (DW-CPDC)</a></p>	<p><a href="#">Training and Tours</a></p> <p>Due to time, this agenda item was briefly touched on. It was stated that in the past there was a districtwide retreat with all classified and that it would be nice to have something like that again.</p>	
<p>10. Professional Development Budget(s):</p> <ul style="list-style-type: none"> <li>• FUND A: Funds from the state</li> </ul>	<p>Report out for funds spend to date and remaining balances.</p>	

<ul style="list-style-type: none"> <li>FUND B: Local campus funds (\$7,500)</li> <li>FUND C: PDCC funds (\$15,000)</li> </ul>	<p>Discussion regarding using funds for conferences.</p> <p>E. Askar requested that funds spend to date (FUND B) be sent via email to D. Kumpf.</p>	
11. Future Agenda Items		
12. Adjournment	O. Long adjourned the meeting at 11:31 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