



Classified Professional Development Committee
Wednesday, December 11, 2019, 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 (Skype)	✓	Classified		
Classified	Felicia Torres	✓	Classified			Classified		
Classified	Carol Smith	✓	Classified			Classified		
Classified	Matthew Moore	✓	Classified			Classified		
Classified	Sharon Oxford (Skype)	✓	Classified			Classified		

Guests:

Agenda Item	Discussion Notes	Action?
1. Call to Order	O. Long called the meeting to order at 10:10 am	
2. Adoption of the Agenda	O. Long called for a motion to adopt the agenda. Motion by F. Torres, second by A. Fredell Discussion: none Final Resolution: Motion was approved. Yes: O. Long, F. Torres, C. Smith, M. Moore, S. Oxford, and A. Rock Fredell	
3. Public Comment	O. Long noted that she reached out to Gigi Fiumerodo regarding classified involvement in the upcoming Diversity Festival (3/25/20 & 3/26/20). We were invited to their next planning meeting January 9 th at 2:30 in MCE 226; O. Long also noted the date of the Health Fair is 3/31/20. C. Smith noted that she was planning to attend the ASVC/EOSO Earth Day planning meeting being held at 4pm (12/11/19.) It was stated that classified had been a big supporter in the past and that it would be nice to get back involved. M. Moore noted that he created a canvas shell for CPDC and solicited feedback.	
4. Approval of Minutes: 11/13/19	O. Long called for a motion to adopt the minutes. Motion by F. Torres, second by M. Moore Discussion: none	

	Final Resolution: Motion was approved. Yes: O. Long, F. Torres, C. Smith, M. Moore, S. Oxford, and A. Rock Fredell	
5. Plan for PD Event Plan To-Do	<p>Began planning for 3/19 & 3/20:</p> <ul style="list-style-type: none"> • Conflict Resolution • Effective Communication • Technology <p>The vision is to hold 1 hour modules for each topic (repeating Technology) two morning sessions and two afternoon sessions each day. Day one and day two will have same content but different times to allow for varied attendance.</p> <p>We also discussed the need for surveys after the sessions.</p> <p>We identified the topic of safety as potential for campus wide PD especially in light of the new system being implemented and the murder suspect on campus experience we just went through.</p> <p>O. Long noted that earbuds are being purchased with the intent of re-launching the “bring your earbuds professional development opportunities.” Also on order are the books to begin our library (Mastering Civility & Nonviolent Communication.)</p> <p>We discussed the concept of creating a script for Classified Professionals to use when requesting to utilize their professional development release time as noted in our CBA. A suggestion was made to request to be on a future agenda for Admin. Council to garner supervisor support for Classified Professional Development release time.</p>	
6. Report: Professional Development Coordination Council (PDCC)	None.	MEETS: 1 st /3 rd Fridays 10–11:30am SCI CR 332
7. Future Agenda Items	None.	
8. Adjournment	O. Long adjourned the meeting at 11:21 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	<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>	
------------------	---	--

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