1. Welcome Colette Blanchard as Committee Vice Chair!

2. Review Classified Development Day evaluation results + feedback from committee members

3. Classified Development Day 2014 scheduled for Tuesday, April 8, in UCEN 258 (during spring break)

4. Annual Needs Assessment – when to send – late fall or January?

5. Classified Professionals Institute topics for fall 2013 and spring 2014

6. Halloween Costume Contest theme sneak peek 😊

7. Other business?

8. Next meeting:
   a. Chair/Vice Chair/Director – Oct 15
   b. Full Committee – 10/29
1. Welcome Colette Blanchard as Committee Vice Chair!
Lin welcomed Colette as the new Vice Chair of the committee.

2. Review Classified Development Day evaluation results + feedback from committee members
The committee reviewed the evaluation results and agreed with those results that Classified Development Day should be scheduled during spring break for the following reasons:
- Class registration will not be taking place, which will allow the employees in Student Services to attend the event;
- Students will not be on campus, which will make it easier for all employees to participate;
- Classrooms will be easier to locate for the breakout sessions;
- The majority of those who completed the evaluation indicated that they prefer this event to be held during spring break.

3. Classified Development Day 2014 scheduled for Tuesday, April 8, in UCEN 258 (during spring break)
Leslie spoke to Diane Fiero last spring and asked if Classified Development Day could be moved back to spring break week and she approved the request.

The committee also entertained the idea of having food trucks on site instead of catering. Another idea was to have dessert food trucks in the afternoon and have a catered lunch.

4. Annual Needs Assessment – when to send – late fall or January?
The committee would like to send it out in mid-December with a reminder sent to classified staff when they return from the Holiday break in January. The due date will be Friday, January 24th.

Leslie also suggested that the needs assessment simply ask an open-ended question – “What workshop topics would you like to see offered at the 2014 Classified Development Day event?” instead of listing a variety of topics for classified staff to choose from.
5. **Classified Professionals Institute topics for fall 2013 and spring 2014**  
   Lin suggested the topic be “Technology” for the spring. We can include a section on the Classified Development Day needs assessment that asks what technology training topics classified staff need most and would likely attend, and develop the program based on those results.

6. **Halloween Costume Contest theme sneak peek 😊**  
   Leslie shared with the committee the theme for this year’s event and maze.

7. **Other business?**

8. **Next meeting:**  
   a. Chair/Vice Chair/Director – Oct 16  
   b. Full Committee – 10/29