

**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
July 29, 2014**

**Present: Michael Shanahan, Rebecca Chandler, Leanne Colvin, Peder Nielsen, Sophia Spiteri, Lisa Hopper, Patti Blair
Guests: Janeene Nagaoka, Dina Pielat**

Agenda Item	Notes	Completion Timeline	Responsibility
LEAD Academy Update	<p>Mr. Shanahan provided an update on the recent LEAD Academy. Future Academy dates are:</p> <ul style="list-style-type: none"> • October 3 • January 30 • April 17 • June 26 		
Personal Development Plan	<p>Committee members reviewed and approved the final draft of the Professional Development Plan document. The document will be introduced to management during the January 30, 2015 LEAD Academy.</p>		
Classified Employee of the Year	<p>Members discussed the statewide California Classified Employee of the Year program and the need to increase participation in the opportunity. Following a thorough discussion, committee members agreed to:</p> <ul style="list-style-type: none"> • Ms. Blair will e-mail committee members the California Community Colleges Classified Employee of the Year packet that includes guidelines, criteria, and a nomination form. • Ms. Pielat and Ms. Nagaoka will prepare a brochure highlighting the program for distribution during flex week. • During the next Professional Development Committee Meeting, members will discuss creating other ways to increase participation in the program. 		

Agenda Item	Notes	Completion Timeline	Responsibility
Future Agenda Items	<ul style="list-style-type: none"> • Portal call-outs about the Classified Employee of the Year program • Classified staff listing in college catalogs • Professional development budget • Desire2Learn format for professional development • Classified Appreciation/Recognition Opportunities 		