

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
September 26, 2014**

Present: Sharon Oxnard, Krista Mendelsohn, Leanne Colvin, Joe Esquivel, Ashley Chelonis, Sophia Crocker, Olivia Long, Peder Nielsen, Michael Shanahan, Patti Blair

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Review of August 28, 2014, Notes	Committee members reviewed and approved the August 28, 2014, meeting notes.	N/A	Committee Members
Training <ul style="list-style-type: none"> • Microsoft Office 2013 • Adobe Acrobat Professional Track Training – Dave Fuhrmann	<p>Mr. Fuhrmann discussed Lynda.com usage and their company representatives' ability to present Lynda.com training to VCCCD sites.</p> <p>VCCCD plans for site licenses for Microsoft Office 2013 (or 365) and Adobe Acrobat Professional that will create a Districtwide need for training. IT intends on rolling-out the software and coordinating training at same time. IT can provide initial training and then training would be available online through Lynda.com. Participation will be coordinated by each site.</p> <p>Mr. Fuhrmann discussed the possibility of creating links through the portal to training, process, completion, and future training opportunities.</p>	<p>Mr. Fuhrmann will coordinate training plans and attend the next PDC meeting with Mr. Kitamura to provide progress updates.</p> <p>PDC can work with IT in the future to customize training to suit campus needs.</p>	
Lynda.com Campaigns/Usage	Members discussed increasing participation in Lynda.com. There seems to be a need to establish and provide Lynda.com with training guidelines.	Ongoing discussion.	Members
Professional Development Plans <ul style="list-style-type: none"> • Site Roll-Out Plans 			

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Classified Employee of the Year <ul style="list-style-type: none"> • Site Selection Plans 	Campus representatives discussed criteria and the selection committee. Ms. Blair e-mailed members the criteria currently used by the State Selection Committee.	Work sites should develop and communicate selection processes, including selection committee member determination. Processes should be written and transparent.	
Campus Tours Organization of tours - who, what, where, why	Discuss at next meeting.	TBD	Committee Members
November Professional Development Summits	Mr. Nielsen discussed the November 7 (Marina del Rey) and November 12 (Pasadena) California Community College Classified Senate Professional Development Summits. Committee members discussed ways in which to gain support to send classified representatives.	Mr. Nielsen will submit costs and presentations to Mr. Shanahan.	Peder Nielsen
Professional Development Ed Code Changes AB2558	Members discussed expanded reports to the Board of Trustees to include detailed information and progress on professional development.	Ms. Mendlesohn and Ms. Long will work on developing an ongoing presentation to provide to Trustees during regular Board meetings.	Committee Members
Suggestions/Questions	Members requested a survey to determine the future meeting dates/times.	Ms. Holst will conduct a survey and schedule the next meeting.	Committee Members