

**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE  
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT  
April 4, 2014**

**Present: Joe Esquivel, Ashley Lajoie, Sophia Spiteri, Peder Nielsen, Leanne Colvin, Patti Blair**  
**Chair: Michael Shanahan**  
**Recorder: Patti Blair**

Agenda Item	Notes	Completion Timeline	Responsibility
<b>Purpose of Committee</b>	<p>Members discussed the purpose of the committee and agreed to the following points:</p> <ul style="list-style-type: none"> <li>• Education and Motivate!</li> <li>• “Thank a Classified!”</li> <li>• Professional development – how do we make you better?</li> <li>• Develop a Districtwide plan tied to goals and objectives.</li> <li>• Determine who will conduct training and what training will take place.</li> <li>• Discussed <a href="http://www.lynda.com">www.lynda.com</a> as a source of training</li> <li>• What are the measurements of the training?</li> </ul>		
<b>Benefits of Training</b>	<p>Members discussed and agreed training will increase morale, efficiency, dedication, creativity, appreciation, safety and expanded knowledge of accreditation standards. Training will also develop and maximize depth of knowledge, history, culture, and people and provide employees with career opportunities.</p>		
<b>Training Plan</b>	<p>Members discussed various training forums and opportunities and agreed to:</p> <ol style="list-style-type: none"> <li>1. Portal announcements/training/base training</li> <li>2. Workshops</li> <li>3. LEAD Academy equivalent</li> <li>4. Cross-training (job shadowing/tours/visits)</li> </ol>		

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	<p>5. Employee Personal Development Plan</p> <p>Members also discussed conducting training as a kick-off to the organized training efforts believing the committee can lead by example.</p>		
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Support from Chancellor</li> <li>• Market training through portal and identify courses for catalog</li> <li>• Email distribution email list</li> <li>• Send previous survey results to committee members</li> </ul>	5/2/14	<p>MS/PB LC/AL/JE</p> <p>PB LC/PN</p>
<b>Future Agenda Items</b>	<ul style="list-style-type: none"> <li>• Review survey data</li> <li>• Review communication from Chancellor</li> <li>• Review six sections of training</li> <li>• Sample Professional Development Plans</li> <li>• Measurements</li> </ul>	Next Meeting 5/2/14	Michael Shanahan