

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
August 28, 2014**

Present: Jennifer Holst, Joe Esquivel, Sophia Crocker, Leanne Colvin, Krista Mendelsohn, Patti Blair, Michael Shanahan, Sharon Oxford, Rebecca Chandler

Approved: September 26, 2014

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Review of July 29, 2014 Notes	Committee members reviewed and approved the July 29, 2014 meeting notes.	N/A	Committee Members
VCCCD Commitment to Professional Development	Mr. Shanahan emphasized the District's continued commitment to professional development.	N/A	Michael Shanahan
Professional Development Plans	<p>There was a discussion on the purpose of professional development plans. The process is voluntary and collaborative with supervisors and managers.</p> <p>The plan will tentatively be agendized during the January 2015 L.E.A.D. Academy. The roll-out of the plans will be coordinated with presentations from Human Resources on classified job descriptions, coaching, and employee development.</p> <p>Members discussed the need to develop a usable document/webpage detailing available training opportunities.</p>	Members approved the previously reviewed form and agreed to send the form to Marketing for appearance improvement and conversion to an electronically-friendly form.	Committee Members
Classified Employee of the Year	The Classified Employee of the Year campaign was rolled out on the campuses during Flex Week and was well received.	Agendize for continued discussion.	Committee Members
Campus Tours	Mr. Shanahan indicated the Chancellor supports campus tours.	Purpose and defining an approached will be discussed in the future.	Committee Members
Suggestions/Questions	Mr. Shanahan indicated future discussions should be agendized on tracking training, and a visible training campaign.	9/26/14	Committee Members