

**PROFESSIONAL DEVELOPMENT COMMITTEE MEETING NOTES
VENTURA COUNTY COMMUNITY COLLEGE DISTRICT
February 24, 2015**

Present: Patti Blair, Leanne Colvin (via Lync), Sophie Crocker, Joe Esquivel, Jennifer Holst, Ashley Lajoie, Olivia Long, Peder Nielsen, Sharon Oxford, Krista Mendelsohn, Marla Ward
Chair: Michael Shanahan
Approved: March 19, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Review of January 13, 2015 Committee Notes	Committee members reviewed and approved the January 13, 2015 meeting notes.		Committee Members
Professional Development Plans <ul style="list-style-type: none"> • Review of L.E.A.D. Academy Presentation Feedback • Discussion of Next Steps 	<p>Committee members discussed the presentation, participant engagement, and feedback.</p> <p>Particular strengths of the presentation were identified as management encouragement, skill enhancement, and mentoring. Challenges discussed were time away from the workplace, development of guidelines, and available resources,</p> <p>Committee members will send PPDP feedback to Ms. Lajoie by February 27. Ms. Lajoie to send a revised plan to members for review by March 6. Committee members send any changes to Ms. Lajoie by March 9. The plan will be finalized by March 13. On behalf of the Committee, Mr. Shanahan will send e-mail to management thanking the group for their participation during the L.E.A.D. presentation, and providing copies of the final plan and roll-out dates.</p> <p>Committee members discussed implementation and roll-out of the plan and Lynda.com.</p> <p>Committee members to send Ms. Crocker additional feedback from the L.E.A.D. presentation to create an FAQ document for managers by February 27. A publication date will be determined</p>		

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	later.		
Classified Employee of the Year <ul style="list-style-type: none"> • Review of Process • Calendar for 2015 • Rollout August 2015 	<p>Committee members discussed the program and agreed to create a sub-committee to coordinate the 2015 Classified Employee of the Year process.</p> <p>Committee members agreed to finalize the 2015 Employee of the Year brochure by the end of May. Ms. Holst volunteered to serve as an information collection point and coordinate details for the brochure, website and create a 2015 calendar of events.</p>	<p>Ms. Holst and Ms. Blair will provide a timeline to coordinate the 2015 program at next meeting</p> <p>Committee members agreed that by June:</p> <ul style="list-style-type: none"> • -Brochure ready • -Site selection committees determined • Ms. Blair to send nomination forms to site committees. • Classified Senate Committee Members collect feedback from selection committee members. 	Michael Shanahan
Campus Tours	Tabled to first agenda item at next meeting.	TBD	Committee Members
State Staff Development Event – Ontario	Ms. Colvin discussed the staff development event and campus participation and sponsorship.		Committee Members
Next Meeting	March 19, 2015, at 2:00 p.m.		