



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE
May 27, 2015,
MEETING NOTES

In Attendance: Leanne Colvin, Sophia Crocker, Krista Mendelsohn, Peder Nielsen, Michael Shanahan, Marla Ward
Notes By: Sophia Crocker
Approved: June 29, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Review of Committee Notes – Meeting of March 19, 2015	The committee reviewed and approved the notes from the March meeting.	N/A	Committee Members
Report On Committee Activity	Create District Classified Professional Development Committee webpage linking to college PDC webpages to create a stronger public presence and share what we are doing.	Place on agenda for discussion at next meeting	Committee Members
Organization of Campus Tours	Did not discuss.	N/A	Committee Members
Report on California Community College Council for Staff and Organizational Development Annual Spring Conference April 16-17	<ul style="list-style-type: none"> • Ms. April Hunt reported on MyLearningPlan and Grossmont College Convocation for Classified Employees. • Talk to Dave Fuhrmann about features of MyLearningPlan we would like to utilize. 	Not discussed	Committee Members
2016 Classified Employee of the Year Award Program <ul style="list-style-type: none"> • Brochure • Selection Committees • Roll-Out 	<ul style="list-style-type: none"> • Recognition for classified employee of the year (i.e., photo on the wall). • Add personal statements from past recipients to the brochure. Ms. Colvin to get statement from Mr. Manakas, and Mr. Nielsen to get statement from Ms. Cogert. 500 copies was a good amount. • We should offer a training/clinic on how to complete the form. Ms. Mendelsohn noted that OC is offering such a workshop during professional development week and will share the advertising with the committee (will e-mail to Ms. Holst). • Train selection committee members early on the process and have them available for questions. 	Draft of brochure by mid-June Distribution of brochure in July	Committee Members



Agenda Item	Notes	Action/Completion Timeline	Responsibility
	<ul style="list-style-type: none"> • Made minor adjustments to the timeline. • Ms. Colvin and Mr. Nielsen will plan recognition event/ceremony for Board. • Ms. Crocker to work with Janeene Nagaoka to create posters. 		
Personal Professional Development Plan Roll-Out	<p>Goal – how many people per site do we want to fill out a PPDP?</p> <p>PPDP promotional video – Leanne, Peder, and OC classified senate president</p> <p>Begin implementation – NOW!</p> <p>Make sure finalized PPDP form is online.</p>	Immediate	Committee Members
Lynda.com	Did not discuss.	N/A	Committee Members
Committee Vision Statement and Charge	Did not discuss.	N/A	Committee Members
Next Meeting Date	Mr. Shanahan and Ms. Holst will schedule.	Was later set for June 29, 2015	Ms. Holst.