



**CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING  
DAC – Lakin Board Room - August 5, 2015, at 10:00 a.m.**

**In Attendance:** Patti Blair, Sophia Crocker, Joe Esquivel, Michael Shanahan  
**Via Skype:** Sharon Oxnard, Matthew Moore, Krista Mendelsohn, Leanne Colvin  
**Notes Taken By:** Patti Blair  
**Date Approved:** October 7, 2015

<b>Agenda Item</b>	<b>Notes</b>	<b>Action/Completion Timeline</b>	<b>Responsibility</b>
<b>Open Meeting</b>	The meeting started at 10:05 a.m.	N/A	N/A
<b>Approval of June 29, 2015, Meeting Minutes</b>	June 29, 2015, committee meeting minutes were approved without objection.	Finalize/post on new webpage.	Ms. Holst
<b>Open Discussion Items</b>			
<b>a. Classified Professional Development Committee Webpage</b>	The committee reviewed the draft Classified Professional Development webpage. Mr. Shanahan indicated the webpage will be regularly updated and may include monthly communications from HR.	Webpage roll-out date to be determined.	Committee Members
<b>b. Committee Vision Statement/Charge/Membership</b>	Move to next time. Mr. Shanahan discussed importance of developing a formal vision, charge, and membership to clarify committee's identity, directions, and goals.	Ms. Holst to send reminder to research committee charges. Discussion will continue.	Committee Members
<b>c. Attendance at Statewide Meetings</b>	The committee discussed attendance and participation at statewide meetings, i.e., the Classified Leadership Institute. Generally, this is determined through the Classified Senates, with funding from the Senates or College Presidents. The committee also discussed membership of site Professional Development Committees and funding for professional development activities.	Specific professional development proposals are being made to College Presidents, in consideration of budgetary limitations.	Committee Members; Classified Senate Presidents
<b>d. Campus Tours</b>	Ms. Colvin, Ms. Long, Ms. Crocker, and Ms. Mendelsohn will discuss campus tours and provide a report next time.	Report at next meeting.	Ms. Colvin, Ms. Long, Ms. Crocker and Ms. Mendelsohn
<b>e. Learning Plans</b>	This specific technology/software may not be currently relevant; no discussion.	TBD	Committee Members



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<b>f. 2016 Classified Employee of the Year Award Program</b>	Committee members will roll-out 2016 Classified Employee of the Year Award Program during 2015 Flex Week. Brochures have been distributed to campuses.	Contact Ms. Holst if more brochures are needed.	Committee Members
<b>g. Personal Professional Development Plan Roll-Out</b>	<p>There was a discussion of the Personal Professional Development Plan (PPDP) roll-out and ongoing challenges, and ideas to enhance credibility, participation, management participation/support, and successful completion.</p> <p>Mr. Shanahan discussed need for a viable and ongoing method to share professional development information with classified employees.</p> <p>Committee members discussed determining participation goals, and will discuss this with campus classified representatives.</p> <p>Committee members discussed developing their individual PPDPs.</p> <p>The committee discussed developing a survey to determine classified interest and participation in the PPDP program.</p>	<p>Committee Members to work on promotional activities, including informational videos on the VCCCD Portal and/or webpage.</p> <p>Mr. Shanahan requested that committee members be prepared to discuss campus PPDP roll-out activities and suggested goals at next meeting.</p>	Committee Members
<b>h. Lynda.com</b>	Committee members discussed Lynda.com resources and activities. To be continued.	Ms. Blair to provide usage update.	Ms. Blair
<b>Select Regular Monthly Meeting Date</b>	Suggestion to meet first Wednesday of each month. Committee members also discussed appointing alternate members.	Mr. Shanahan will confirm meeting date with Ms. Holst.	Mr. Shanahan/Ms. Holst