



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
DAC – Lakin Board Room
October 7, 2015, at 1:00 p.m.

In Attendance: Patti Blair, Sophia Crocker, Peder Nielsen, Michael Shanahan, Marla Ward

Via Skype: Joe Esquivel, Krista Mendelsohn, Matthew Moore, Sharon Oxford,

Notes Taken By: Jennifer Holst

Date Approved: November 4, 2015

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting started at 1:10 p.m.	N/A	N/A
Approval of August 5, 2015, Meeting Minutes	Mr. Nielsen moved to approve the August 5, 2015, meeting minutes. There was no second, but the minutes were accepted without objection.	Finalize and post on webpage.	Ms. Holst
Open Discussion Items			
a. Classified Professional Development Committee Webpage	<p>The committee discussed Committee webpage.</p> <ol style="list-style-type: none"> 1. Let HR know of any other links or information to add. 2. List Lynda.com, PPDP, and Classified Employee of the Year as ongoing projects with descriptions. Add PPDP video when finished. 3. Add Accomplishments section, to include PPDP. Mr. Esquivel, Mr. Nielsen, Ms. Oxford volunteer to help. 4. Add charter and goals for this year. These could each expand into other pages for more information. Mr. Esquivel and Ms. Crocker volunteer to help with content. <ol style="list-style-type: none"> a. What is committee purpose? b. What are you doing? c. Who is on it? d. What have you done? 	For next meeting, bring a rough outline of what you think should be on the webpage. There will be more discussion of accomplishments and how to capture existing projects.	Committee members
b. Committee Vision Statement, Mission Statement and Charge	After discussion, the committee decided on a Vision Statement, and will develop a Mission Statement. The Committee's Vision Statement is:	Committee members will discuss development of Mission Statement and	Committee members



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	<p>“To promote a unified and collaborative approach to professional development and recognition for VCCCD classified employees.”</p> <p>These objectives were discussed:</p> <ol style="list-style-type: none"> 1. Create a mission statement 2. Create a survival guide for Classified success at the VCCCD. 	Survival Guide for Classified Success at the VCCCD	
c. Committee Membership	<p>Committee membership was discussed.</p> <ol style="list-style-type: none"> 1. Michael Shanahan, Chair 2. Tentatively, four site classified leaders. For the DAC, selected by all classified employees in this building. 3. Instructional Technologists 3 4. Someone from IT 5. SEIU Chief Steward 6. Supervisor from each location 4 7. Subject matter experts as needed. <p>We will discuss again before finalizing.</p>	Committee membership discussion will continue next time.	
d. Campus Tours	<p>Leanne Colvin, Krista Mendelsohn, Kim Slane, Eileen Crump were not present to report. The committee discussed a campus tours program. Perhaps start with smaller groups to share ideas and talk about best practices. Based on survey, people will travel.</p> <ul style="list-style-type: none"> • Four times a year with a different organizational slice at a different location. • Develop a general list of topics. • Ask districtwide small groups for steering committee, to decide what to discuss. If you are 	Hold meeting at a campus, provide lunch and invite those that replied to the survey.	Site representatives to e-mail those from their location.



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	<p>interested and want to learn about it, sign up. If not, wait for the next one.</p> <ul style="list-style-type: none"> • Keep it positive. What is working? • Start by contacting those that left contact information on survey. Have subgroups at the different locations, members of this committee, but actually ask these people to help generate ideas with us. Send them an e-mail and invite them to a planning day at their campus. • Hold a committee meeting at the site for the first event. Site representatives ask the people who gave contact on survey to attend. Include lunch. • Suggested topics: <ul style="list-style-type: none"> ○ New Travel Procedures ○ BoardDocs Training ○ Payroll ○ NeoGov 		
<p>e. Lynda.com</p>	<p>Ms. Blair provided a Lynda.com usage update. Mr. Moore and Ms. Blair will e-mail reminder about Lynda.com, to re-introduce Lynda.com to everyone. Perhaps Lynda.com could help us develop playlists of training topics. Goal is to be the biggest County user. Track the growth.</p>	<p>Put this data up on the development website.</p>	<p>Ms. Holst</p>
<p>f. 2016 Classified Employee of the Year Award Program</p>	<p>There was insufficient time to discuss this item.</p>	<p>Discuss at next meeting.</p>	<p>Committee Members</p>
<p>g. Personal Professional Development Plan Roll-Out</p>	<p>There was insufficient time to discuss this item.</p>	<p>Discuss at next meeting.</p>	<p>Committee Members</p>
<p>Proposed Future Meeting Dates</p>	<p>Future meeting dates approved: 1-3 p.m. on 11/4, 12/2 in 2015; 01/06, 02/03, 03/02, 04/06, 05/04 in 2016.</p>	<p>Select location for site meeting. Order lunch. Send out invitations.</p>	<p>Ms. Holst and Committee Members.</p>
<p>Next Meeting</p>	<p>The meeting ended at 3:14 p.m. The next meeting will be November 4, 2015, at 1:00 p.m.</p>	<p>N/A</p>	<p>N/A</p>