





Agenda Item	Notes	Action/Completion Timeline	Responsibility
	<ul style="list-style-type: none"> <li>- Classified Senate Presidents or designees)</li> <li>- Classified Employee Representative from the DAC</li> <li>- Classified Supervisor Representatives (one each from MC, OC, VC, and DAC)</li> <li>- Instructional Technologists (MC, OC, and VC)</li> <li>- IT Representative</li> <li>- SEIU Chief Steward or designee</li> <li>- Subject matter experts as needed.</li> </ul> <p>Due to the nature of the working committee, members should delegate a representative or send an alternate if they cannot attend.</p>	volunteers and invite MC's Instructional Technologist.	
<b>d. Campus Tours</b>	The committee agreed that Moorpark College will be the first pilot destination for the half-day training. Committee members will review the job titles of survey participants to determine which department is most interested. The agenda will include a presentation, a targeted roundtable discussion, and take-away action steps. The group could perhaps develop a pamphlet, or training manual, which would be assigned and reevaluated in six months. The committee will go to their campus contacts and ask for proposed topics. Suggestions include: budget management/development, and requisition processing.	Contact location connections to determine desired time of year, time of day, and discussion topics. Ms. Doud will draft the initial language.	Ms. Doud (MC), Mr. Nielsen (VC), Ms. Chelonis (OC), and Ms. Crocker (DAC)
<b>e. Lynda.com</b>	Mr. Moore is in the process of updating the Lynda.com content of the committee website.	Finalize Lynda.com content for the website.	Mr. Moore
<b>f. 2016 Classified Employee of the Year Award Update</b>	At each location excluding the District Office, there has been one nomination. Both Ms. Colvin and Mr. Nielsen have distributed the flyers. Committee members are confident they will have submissions by the deadline date. The committee discussed integrating the existing college "employee of the year" awards with the Classified Professional Development Committee, perhaps as a portion of the webpage designed to recognize staff accomplishments. Ms. Mendelsohn volunteered to start compiling the information.	Review compiled information.	Committee Members



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<b>g. Personal Professional Development Plan Roll-Out</b>	PPDP implementation is slow, and the committee has heard of only two. It is not widely advertised, although it was presented at L.E.A.D. and on Flex Day, with much approval. The committee discussed educating employees on how to begin the conversation with their supervisor, and provide samples of finished PPDPs.	Committee members to draft sample PPDPs, with a paragraph on approaching the supervisor.	Committee Members
<b>h. District Employee Orientation/ Survival Guide</b>	The committee reviewed the District Employee Orientation handout presented by Ms. Doud. It provides an outline of onboarding education for new hires that would successfully integrate them into their new positions.	Provide feedback	Committee Members
<b>Next Meeting</b>	The meeting ended at 3:06 p.m. The next meeting will be December 2, 2015, at 1:00 p.m.	N/A	N/A