



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
DAC – Lakin Board Room
January 6, 2016, at 1:00 p.m.

In Attendance: Andrea Ingley, Eric Lopez, Cheryl Manley-Orm, Krista Mendelsohn, Peder Nielsen, Michael Shanahan

Via Skype: Tracie Bosket, Ashley Chelonis, April Doud, Joe Esquivel, Matthew Moore, Sharon Oxford

Notes Taken By: Jennifer Holst

Date Approved: February 3, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting was delayed by the DCAP meeting, but started at approximately 1:20 p.m.	N/A	N/A
Approval of November 4, 2015, Meeting Minutes	Ms. Mendelsohn moved to approve the December 2, 2015, meeting minutes. Ms. Bosket seconded, with no objections.	Finalize and post on webpage.	Ms. Holst
Open Discussion Items			
a. Board Meeting Presentation	At the February Board meeting, the committee will give a presentation on accomplishments and future projects. Ms. Mendelsohn and Mr. Nielsen will work on this. The presentations will be reviewed at the February committee meeting. (Also see below under Classified Employee Handbook.)	Draft presentation for the February Board Meeting.	Ms. Mendelsohn and Mr. Nielsen
b. 2016 Classified Employee of the Year Award	See above. Ms. Mendelsohn and Mr. Nielsen will also prepare a script for the Board Chair to present the awards to the 2016 VCCCD Classified Employee of the Year and the other three nominees. Ms. Holst will provide brief background information on the nominees. The Board should also know that for the second year in a row, there has been 100 percent participation from all four VCCCD sites.	Include in Board Meeting presentation.	Ms. Mendelsohn and Mr. Nielsen
c. Classified Professional Development Committee Webpage	The following work should be done on the webpage: <ul style="list-style-type: none"> • Mr. Moore will develop the Lynda.com section • Mr. Esquivel, Mr. Nielsen and Ms. Oxford will develop the Accomplishments section • Ms. Oxford will work on the PPDP section • Ms. Mendelsohn will compile a list of all the 	Continue work on webpage.	Committee members as described.



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	<p>existing college recognitions for classified employees and provide this to Ms. Holst for links on the webpage.</p> <ul style="list-style-type: none"> • Mr. Nielsen will provide a photo of Vance Manakas receiving the statewide award. • We should all take photos at our events and have them posted on the webpage. 		
<p>d. Committee Goals</p>	<p>The committee reviewed and revised the goals drafted by Sophia Crocker. The committee thanks Ms. Crocker for her excellent work. Ms. Holst will post the goals on the webpage.</p> <ul style="list-style-type: none"> • To encourage classified employees to establish goals, make conscious choices, and take action. • To provide clear, accessible resources for classified employees to develop a growth plan specific to their professional goals and in collaboration with their supervisor. • To provide classified employees with tangible, highly accessible tools they can utilize at their convenience to progress in their growth plan and achieve their goals. • To create a district-wide platform for recognition of classified employees. • To promote collaboration and knowledge-sharing among classified employees across the District. • To increase classified employees' level of familiarity with the services the various departments across the District provide. • To provide all classified employees with resources and support they need to be successful in their jobs and feel enthusiastic to be VCCCD employees. 	<p>Post Goals on Committee webpage.</p>	<p>Jennifer Holst</p>
<p>e. VCCCD Training and Tours</p>	<p>The committee scheduled the first VCCCD Training and Tours event for March 1, 2016, from 9:00 a.m. to 1:00 p.m. at Moorpark College. Ms. Doud will be the contact person</p>	<p>Continue preparations for first VCCCD Training and Tours event.</p>	<p>Committee members.</p>



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	<p>for this event. The Classified Senate Presidents and HR will look in their budgets for funding for lunch. The topics will be Budget Management, Budget Development and Requisition Processing. There will be an opportunity for a tour during the last part of the day. Ms. Doud will prepare an e-mail for Ms. Holst to send out to all Classified Employees.</p>		
<p>f. Lynda.com</p>	<p>There was little time to discuss this item except that we will ask Marla Ward to get the statistics on Lynda.com usage.</p>	<p>Bring Lynda.com usage statistics to next meeting.</p>	<p>Ms. Ward</p>
<p>g. Personal Professional Development Plans</p>	<p>The committee is asked to work on their own PPDPs in order to post examples on the website. Ms. Doud provided hers, which should now be added to the website.</p>	<p>Finish your own PPDP and send to Ms. Oxford for including on the PPDP page.</p>	<p>Committee Members</p>
<p>h. Classified Employee Handbook</p>	<p>The committee discussed developing an online Classified Employee Handbook that would pull together all information relating to Classified Employees. It was suggested that new employees be given a reference card with useful information links on it. Moorpark College and Ventura College are working on new employee orientations. This should be discussed at the Board Meeting and listed as an accomplishment..</p>	<p>Continue work on online Classified Employee Handbook.</p>	<p>Committee Members</p>
<p>Next Meeting</p>	<p>The meeting ended at 3:10 p.m. The next meeting will be February 3, 2016, at 1:00 p.m.</p>	<p>N/A</p>	<p>N/A</p>