



CLASSIFIED PROFESSIONAL DEVELOPMENT COMMITTEE MEETING
DAC – Lakin Board Room
February 3, 2016, at 1:00 p.m.

In Attendance: April Doud, Andrea Ingley, Cheryl Manley, Krista Mendelsohn, Peder Nielsen, Michael Shanahan

Via Skype: Joe Esquivel, Eric Lopez, Tracie Bosket, Ashley Chelonis, Linda Robison

Notes Taken By: Jennifer Holst

Date Approved: March 2, 2016

Agenda Item	Notes	Action/Completion Timeline	Responsibility
Open Meeting	The meeting began at 1:00 p.m.	N/A	N/A
Approval of January 6, 2016, Meeting Minutes	The minutes were approved without changes.	Finalize and post on webpage.	Ms. Holst
Open Discussion Items			
a. Board Meeting Presentation	The committee discussed the presentation for the February 16, 2016, Board of Trustees' meeting.	Give presentation at February Board Meeting.	Ms. Mendelsohn and Mr. Nielsen
b. 2016 Classified Employee of the Year Award	The final districtwide selection committee met in January. The process worked well even though it was a difficult decision. Ms. Holst and Ms. Mendelsohn will finalize biographical scripts for the Board Chair to read announcing the finalists.	Complete before February Board Meeting.	Ms. Mendelsohn and Ms. Holst
c. Classified Professional Development Committee Webpage	The following work should be completed on the webpage: <ul style="list-style-type: none"> • Mr. Moore will develop the Lynda.com section • Mr. Esquivel and Mr. Nielsen will develop the Accomplishments section. • Ms. Oxford will work on the PPDP section. • Ms. Mendelsohn will compile a list of college recognitions for classified employees. Ms. Holst to add this list on the webpage. • We should all take photos at our events and have them posted on the webpage. 	Continue work on webpage.	Committee members as described.
d. VCCCD Training and Tours	The inaugural VCCCD Training and Tours event is set for March 1, 2016, 9:00 a.m.-1:00 p.m. at Moorpark College. <ul style="list-style-type: none"> • Ms. Doud has reserved the Library's 3rd Floor Meeting Rooms. 	Continue preparations for first VCCCD Training and Tours event.	Committee members.



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	<ul style="list-style-type: none"> • Committee members should consult budgets for funding for the food. • Topic will be: <i>Learn and Share Best Practices for Budgets, Time Sheets, Travel, Mileage, and Requisitions</i>, with peer presentations/work groups for sharing best practices. After lunch, the day will end with a short tour of the Moorpark College campus. The planned presenters are: <ul style="list-style-type: none"> ○ Allam Elhussini (MC) Accounting Technician: <i>Timesheet Tracking</i> ○ Beth Thompson (DAC) Accounts Payable Supervisor: <i>Travel/Mileage Processing & Tracking</i> ○ Darlene Inda/David Casas/Jennifer Clark (OC) Sr. Admin. Asst./Accounting Technician/Fiscal Services Supervisor: <i>Requisition Processing and Tracking</i> • Ms. Mendelsohn to draft an e-mail for Mr. Shanahan to send to all Classified Employees announcing the event and describing who might want to attend. • A survey should go out afterwards, and ask for future event ideas. Future events will rotate among the work sites, covering different topics. 		
<p>e. Lynda.com</p>	<p>Marla Ward was unavailable. Carry over this item to next meeting.</p>	<p>Bring Lynda.com usage statistics next time.</p>	<p>Ms. Ward</p>
<p>f. Personal Professional Development Plans</p>	<p>The committee members are asked to work on their own PPDPs as examples for the website. Ms. Doud provided her PPDP, which should now be added to the website.</p>	<p>Committee members to finish your own PPDP and send to Ms. Oxford for the PPDP webpage.</p>	<p>Committee Members</p>
<p>g. Online Classified Employee Handbook</p>	<p>Moorpark College is working on a Classified Employee Handbook.</p>	<p>Continue work on online Classified Employee Handbook.</p>	<p>Committee Members</p>
<p>Next Meeting</p>	<p>The meeting ended at 2:45 p.m. The next meeting is scheduled for March 2, 2016, at 1:00 p.m.</p>	<p>N/A</p>	<p>N/A</p>